

From: "Mayock, Andrew EOP/OMB" <(b) (6)>
To: Andrew Jackson <Andrew.Jackson@ed.gov>, "Andrews, Bruce" <bandrews@doc.gov>, "Bansal, Gaurab EOP/WHO" <(b) (6)>, "Colvin, Carolyn EOP" <carolyn.colvin@ssa.gov>, Chris Lu <lu.cp@DOL.GOV>, "Cobert, Beth F. EOP/OMB" <(b) (6)>, Dava Newman <dava.newman@nasa.gov>, David Tillotson <(b) (6)>, "Deyo, Russ" <(b) (6)>, Douglas Kramer <Douglas.Kramer@sba.gov>, Heather Higginbottom <(b) (6)>, "Lofthus, Lee EOP" <(b) (6)>, Liz Sherwood Randall <LSRS2@hq.doe.gov>, "Mary Wakefield" <Mary.Wakefield@hhs.gov>, "Mehrbani, Rudy A. EOP/WHO" <(b) (6)>, Michael Connor <michael.connor@ios.doi.gov>, Michael Scuse <Michael.Scuse@osec.usda.gov>, Nani Coloretti <Nani.A.Coloretti@hud.gov>, "Roth, Denise" <denise.roth@gsa.gov>, "Sarah Bloom Raskin" <Sarah.bloomraskin@treasury.gov>, Sloan Gibson <Sloan.Gibson@va.gov>, Stan Meiburg <meiburg.stan@epa.gov>, Victor Mendez <victor.mendez@dot.gov>
CC: Timothy Horne - 8P <Tim.horne@gsa.gov>, "Llano, Rayden EOP/OMB" <(b) (6)>, "Jamise Harper - WPTAA" <jamise.harper@gsa.gov>, "nathan.kreoger@gsa.gov" <nathan.kreoger@gsa.gov>, Linden Dahlkemper - AC <linden.dahlkemper@gsa.gov>, "Mulugheta, Niyat EOP/OMB" <(b) (6)>, "Le, Nai D. EOP/OMB (Intern)" <(b) (6)>, "Ross, Caroline K. EOP/OMB" <(b) (6)>, "Patel, Angeli H. EOP/OMB" <(b) (6)>, "Mirza, Asma Y. EOP/OMB" <(b) (6)>
Subject: RE: Transition Update
Date: Wed, 16 Nov 2016 14:41:41 +0000
Message-ID: <d24ab413435542e19dbf1f2332b1b97f@CNSSEExch2.whca.mil>
X-Source-Folder: OGC_Email_Pull_FOIA_2023-000679-linden.dahlkemper@gsa.gov-GrS5z
X-Email-Hash-MD5: 6d7b0b778c44a20214e98ddc4b5bb643

Moments after I pressed send on yesterday's update last night, we received the re-signed MOU from the PTT. By way of reminder, the MOU governs the PTT's interaction with agencies and is signed between the PTT Chair and the White House Chief of Staff. The substance of the MOU is the same, and we will distribute the signed MOU shortly to agencies. We are pleased to be working with the PTT, and expect to get Agency Review Team (ART) member names and the related paperwork sooner rather than later as a result. As soon as we have names or an update on timing we will share that information.

Please do not hesitate to reach out with any questions. Best, Andrew & Tim

From: Mayock, Andrew EOP/OMB
Sent: Tuesday, November 15, 2016 6:29 PM
To: Andrew Jackson <Andrew.Jackson@ed.gov>; Andrews, Bruce <bandrews@doc.gov>; Bansal, Gaurab EOP/WHO <(b) (6)>; Colvin, Carolyn EOP <carolyn.colvin@ssa.gov>; Chris Lu <lu.cp@DOL.GOV>; Cobert, Beth F. EOP/OMB <(b) (6)>; Dava Newman <dava.newman@nasa.gov>; David Tillotson <(b) (6)>; Deyo, Russ <(b) (6)>; Douglas Kramer <Douglas.Kramer@sba.gov>; Heather Higginbottom <(b) (6)>; Lofthus, Lee EOP <(b) (6)>; Liz Sherwood Randall <LSRS2@hq.doe.gov>; Mary Wakefield <Mary.Wakefield@hhs.gov>; Mehrbani, Rudy A. EOP/WHO <(b) (6)>; Michael Connor <michael.connor@ios.doi.gov>; Michael Scuse <Michael.Scuse@osec.usda.gov>; Nani Coloretti <Nani.A.Coloretti@hud.gov>; Roth, Denise <denise.roth@gsa.gov>; Sarah Bloom Raskin <Sarah.bloomraskin@treasury.gov>; Sloan Gibson <Sloan.Gibson@va.gov>; Stan Meiburg <meiburg.stan@epa.gov>; Victor Mendez <victor.mendez@dot.gov>
Cc: Timothy Horne - 8P <Tim.horne@gsa.gov>; Llano, Rayden EOP/OMB <(b) (6)>; 'Jamise Harper - WPTAA' <jamise.harper@gsa.gov>; nathan.kreoger@gsa.gov; Linden Dahlkemper - AC <linden.dahlkemper@gsa.gov>; Mirza, Asma Y. EOP/OMB <(b) (6)>; Mulugheta, Niyat EOP/OMB <(b) (6)>; Le, Nai D. EOP/OMB (Intern) <(b) (6)>; Ross, Caroline K. EOP/OMB <(b) (6)>; Patel, Angeli H. EOP/OMB <(b) (6)>
Subject: RE: Transition Update

This email provides a brief update as we continue to work with the President-Elect's Transition Team (PTT) to facilitate a smooth transition

- **Agency Review Teams:** Thanks again to you and your teams for being in the ready position for receiving Agency Review Teams (ART). As of now, we have not yet received ART names from the PTT. As a result, we do not expect ARTs to visit agencies prior to Thursday at the earliest. As noted before, we will seek to process them as quickly as possible and continue to keep you informed.

As noted before, please do not engage with anyone representing themselves as a member of the PTT until you receive an approved list of contacts from us per the Memorandum of Understanding (MOU).

And speaking of the MOU, note that we are also working with the PTT on re-signing the MOU to reflect the PTT's new chairman. That MOU must be signed and in place before ART members begin interacting with agencies.

- **Communications:** Lastly, we know agencies are getting a number of press and other questions. For any questions, please have your communications team reach out to Shannon Buckingham <(b) (6)> or Brandi Hoffine at <(b) (6)>.

Please do not hesitate to reach out with any questions. Best, Andrew & Tim

From: Mayock, Andrew EOP/OMB
Sent: Monday, November 14, 2016 3:58 PM
To: Andrew Jackson <Andrew.Jackson@ed.gov>; Andrews, Bruce <bandrews@doc.gov>; Bansal, Gaurab EOP/WHO <(b) (6)>; Colvin, Carolyn EOP <carolyn.colvin@ssa.gov>; Chris Lu <lu.cp@DOL.GOV>; Cobert, Beth F. EOP/OMB <(b) (6)>; Dava Newman <dava.newman@nasa.gov>; David Tillotson <(b) (6)>; Deyo, Russ <(b) (6)>; Douglas Kramer <Douglas.Kramer@sba.gov>; Heather Higginbottom <(b) (6)>; Lofthus, Lee EOP <(b) (6)>; Liz Sherwood Randall <LSRS2@hq.doe.gov>; Mary Wakefield <Mary.Wakefield@hhs.gov>; Mehrbani, Rudy A. EOP/WHO <(b) (6)>; Michael Connor <michael.connor@ios.doi.gov>; Michael Scuse <Michael.Scuse@osec.usda.gov>; Nani Coloretti <Nani.A.Coloretti@hud.gov>; Roth, Denise <denise.roth@gsa.gov>; Sarah Bloom Raskin <Sarah.bloomraskin@treasury.gov>; Sloan Gibson <Sloan.Gibson@va.gov>; Stan Meiburg <meiburg.stan@epa.gov>; Victor Mendez <victor.mendez@dot.gov>
Cc: Timothy Horne - 8P <Tim.horne@gsa.gov>; Llano, Rayden EOP/OMB <(b) (6)>; 'Jamise Harper - WPTAA' <jamise.harper@gsa.gov>; nathan.kreoger@gsa.gov; Linden Dahlkemper - AC <linden.dahlkemper@gsa.gov>; Mulugheta, Niyat EOP/OMB <(b) (6)>; Le, Nai D

EOP/OMB (Intern) <(b) (6)>; Ross, Caroline K EOP/OMB <(b) (6)>; Patel, Angeli H EOP/OMB <(b) (6)>; Mirza, Asma Y EOP/OMB <(b) (6)>
Subject: RE: Transition Update

This email provides a brief update as we continue to work with the President-Elect's Transition Team (PTT) to facilitate a smooth transition

We had the opportunity to touch base with the new executive director of the PTT earlier today, and we now anticipate that the PTT may provide the White House with the first set of official agency review team (ART) member names as early as tomorrow. If so, this would mean that ART members could begin arriving at agencies Wednesday at the earliest. Further, the PTT anticipates that they may implement a phased approach to agency engagement, and they may be contacting some agencies sooner than others. We will continue to work with the PTT to provide greater clarity on their sequencing plans.

As we have discussed in our many meetings over these past months, we appreciate the significant undertaking that the transition is for the PTT, and we remain in a ready position for engaging their team. As a result, we will remain flexible as to their timing and will promptly share ART member names when ready. Should the above schedule take longer to activate, for example, we'll clearly be just as prepared.

In addition, we note that, per our MOU and past practice, transition engagement is for authorized PTT ART contacts and authorized Administration contacts like yourselves. We note there are some ART names that have been circulating, and remind you that the only official PTT ART members are those who are provided to the White House and then shared with you by us.

Please do not hesitate to reach out with any questions. Best, Andrew & Tim

From: Mayock, Andrew EOP/OMB
Sent: Sunday, November 13, 2016 11:01 PM
To: Andrew Jackson <Andrew.Jackson@ed.gov>; Andrews, Bruce <bandrews@doc.gov>; Bansal, Gaurab EOP/WHO <(b) (6)>; Colvin, Carolyn EOP <carolyn.colvin@ssa.gov>; Chris Lu <lu.cp@DOL.GOV>; Cobert, Beth F EOP/OMB <(b) (6)>; Dava Newman <dava.newman@nasa.gov>; David Tillotson <(b) (6)>; Deyo, Russ <(b) (6)>; Douglas Kramer <Douglas.Kramer@sba.gov>; Heather Higginbottom <(b) (6)>; Lofthus, Lee EOP <(b) (6)>; Liz Sherwood Randall <LSRS2@hq.doe.gov>; Mary Wakefield <Mary.Wakefield@hhs.gov>; Mehrbani, Rudy A EOP/WHO <(b) (6)>; Michael Connor <michael.connor@ios.doi.gov>; Michael Scuse <Michael.Scuse@osec.usda.gov>; Nani Coloretti <Nani.A.Coloretti@hud.gov>; Roth, Denise <denise.roth@gsa.gov>; Sarah Bloom Raskin <Sarah.bloomraskin@treasury.gov>; Sloan Gibson <Sloan.Gibson@va.gov>; Stan Meiburg <meiburg.stan@epa.gov>; Victor Mendez <victor.mendez@dot.gov>
Subject: Transition Update

This email provides a quick update to let you know that we have NOT received a request for ART members for approval from the PTT (nor any update to the below list), so you should not expect ART's to contact you tomorrow.

We note here also that we have had some requests for the PTT ethics code. We intend to provide it to you when we have it.

We'll keep you posted daily. Thank you –Andrew & Tim

From: Mayock, Andrew EOP/OMB
Sent: Thursday, November 10, 2016 9:27 AM
To: Andrew Jackson <Andrew.Jackson@ed.gov>; Andrews, Bruce <bandrews@doc.gov>; Bansal, Gaurab EOP/WHO <(b) (6)>; Colvin, Carolyn EOP <carolyn.colvin@ssa.gov>; Chris Lu <lu.cp@DOL.GOV>; Cobert, Beth F EOP/OMB <(b) (6)>; Dava Newman <dava.newman@nasa.gov>; David Tillotson <(b) (6)>; Deyo, Russ <(b) (6)>; Douglas Kramer <Douglas.Kramer@sba.gov>; Heather Higginbottom <(b) (6)>; Lofthus, Lee EOP <(b) (6)>; Liz Sherwood Randall <LSRS2@hq.doe.gov>; Mary Wakefield <Mary.Wakefield@hhs.gov>; Mayock, Andrew EOP/OMB <(b) (6)>; Mehrbani, Rudy A EOP/WHO <(b) (6)>; Michael Connor <michael.connor@ios.doi.gov>; Michael Scuse <Michael.Scuse@osec.usda.gov>; Nani Coloretti <Nani.A.Coloretti@hud.gov>; Roth, Denise <denise.roth@gsa.gov>; Sarah Bloom Raskin <Sarah.bloomraskin@treasury.gov>; Sloan Gibson <Sloan.Gibson@va.gov>; Stan Meiburg <meiburg.stan@epa.gov>; Victor Mendez <victor.mendez@dot.gov>
Subject: FW: FACT SHEET: Facilitating a Smooth Transition to the Next Administration

In follow up to the call yesterday, see the below update.

From: White House Press Office [[\(b\) \(6\)](mailto:(b) (6))]
Sent: Thursday, November 10, 2016 8:01 AM
To: Mayock, Andrew EOP/OMB <(b) (6)>
Subject: FACT SHEET: Facilitating a Smooth Transition to the Next Administration

THE WHITE HOUSE
Office of the Press Secretary

FOR IMMEDIATE RELEASE
November 10, 2016

FACT SHEET: Facilitating a Smooth Transition to the Next Administration

The peaceful transfer of power is a bedrock principle of our democracy. The President was grateful for the time and care put into the 2008

transition by President Bush's Administration. That is why he directed his team last year to make a smooth transition between administrations a top priority of his final year in office even as he remained committed to using every remaining day of his presidency to deliver on his agenda for the American people.

Starting in early 2016, Administration officials began to map out the transition planning, including three key components: preparing for the incoming administration, ensuring this Administration's records are appropriately archived, and facilitating the off-boarding of current Administration personnel. To coordinate the planning across government, White House Chief of Staff Denis McDonough convened the President's Cabinet in March to give an overview of the transition process and set the expectation that the transition should be a top priority for every federal agency.

The President also established the White House Transition Coordinating Council (WHTCC) and the Agency Transition Directors Council (ATDC), which have met regularly throughout the year. The transition has also been a standing agenda item for the monthly President's Management Council (PMC) meeting, comprised of Deputy Secretaries of major agencies. To coordinate government-wide activities, the Administration also established a regular meeting of agencies with special transition responsibilities, including the Office of Management and Budget (OMB), General Services Administration (GSA), Department of Justice (DOJ), Office of Government Ethics (OGE), National Archives and Records Administration (NARA), Office of Personnel Management (OPM), and Department of Homeland Security (DHS). These agencies play a unique government-wide role during a presidential transition, such as DOJ which processes security clearances for the incoming teams or OGE which reviews the ethics requirements for nominees.

After the nominating conventions, each candidate's transition team began working out of GSA-provided space and began attending WHTCC and ATDC meetings and engaging regularly with Administration officials on their planning efforts. For example, the Administration and both candidates' transition teams developed common expectations for engaging with agencies so agencies knew what to expect right after the election. This collaboration helped agencies better plan for and focus their efforts on what the transition teams would most likely need. Throughout this period, the Administration assisted both candidates' transition teams in a non-partisan manner, providing equitable services and information to each.

Post-Election Transition Period

As with past presidential transitions, following the Election, the Federal government has begun to engage with the President-Elect's Transition Team (PTT). This week, Agency Review Teams selected by the President-Elect, will begin to reach out to their designated counterparts at agencies across the government. The President-Elect's Agency Review Teams will receive detailed, agency-specific briefings that have been prepared by current Administration officials. Those briefings include organizational charts, budget materials, briefings on key agency priorities and areas of responsibility, and other materials describing the essential functions of that agency. In addition to the initial briefings, designated employees across the Administration will work closely with their Agency Review Teams in order to facilitate open communication between the outgoing and incoming Administrations. Simultaneously, the President-Elect's Transition Team will establish policy teams that will work out of GSA-provided office space in Washington, D.C.

The Administration is also taking steps to ensure the next President and his or her team is prepared from day one to protect our national security. As part of a longstanding tradition, building off the intelligence briefings the two candidates received before the election, the President-Elect and other senior officials will begin receiving daily intelligence briefings from the intelligence community. In addition, the Administration is hosting two interagency exercises to inform and familiarize the incoming administration on domestic incident management practices used by the current administration. These exercises are designed to provide a high-level perspective on a series of challenges that the next administration may confront and to introduce the key authorities, policies, capabilities, and structures that are currently in place to respond to major domestic incidents.

The Administration will also continue its work in the two other areas of focus: archiving records and off-boarding current Administration personnel. Thus far, the Administration has transferred roughly 283 million files to NARA, comprising 122,000 GB of data. In addition to the transfer of electronic records, NARA has also begun to facilitate the move of the President's physical records to Chicago, Illinois, where they will ultimately be preserved at President Obama's library. This move includes the transfer of textual, electronic, and audiovisual records, and tens of thousands of presidential gifts.

And, the Administration is committed to providing out-going appointees the information they need to plan for their own transitions. In support of the well-respected principle that the incoming President selects her or his own team, the President has asked appointees to submit resignation letters effective no later than the inauguration of the new President. In conjunction with this off-boarding process, Administration officials have been working with agency personnel offices to provide additional personnel and benefits information to appointees prior to the end of the Administration.

Modernizing the Transition

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In undertaking the transition, the Administration has sought to streamline, formalize, and modernize the transition. Key improvements to the transition process that the Administration has implemented include:

Beginning Formal Transition Planning Earlier: Recognizing the significant challenge posed by a Presidential transition, the Obama Administration began the formal transition planning process at the beginning of this year. In May, the President signed an Executive Order appointing the first Federal Transition Coordinator to centralize transition planning across the agencies. The President also established the two transition councils, the WHTCC and ATDC – marking the earliest the Federal government has ever begun formal interagency preparations for the Presidential transition. To ensure agencies are prepared for the drastic personnel change that comes with transition, the Administration also began to prepare senior career officials who may serve in acting political positions for their new role earlier in the transition process.

In addition, recognizing the unprecedented volume of electronic data from this administration that needs to be preserved, Administration

officials began monthly planning meetings with NARA in 2012 and commenced the first test-runs of data transfers in April 2015. The Executive

of the President (EOP) then began to transfer presidential records to NARA's Electronic Records Archive in May 2016-- the earliest that the EOP has ever begun transferring substantial quantities of electronic records to NARA in preparation for a transition.

Streamlined Transition Materials: In conjunction with the ATDC, the Administration hosted conversations on best practices for assembling transition materials for the next Administration. Drawing upon the expertise of individuals with previous transition experience, these conversations resulted in tailored and more concise briefing materials that more readily addressed the needs of the incoming teams. In addition, in some cases, agencies used modern technology including collaboration websites, tablets and apps to deliver that material. For example, the DHS pre-loaded materials onto tablets in a searchable format.

In addition, the White House has worked to better document the broader transition planning effort in order to hand the next Administration a step-by-step guide of how to manage a government-wide transition. This effort includes documenting the Agency Review Team process, collating guidance documents, establishing key milestones, and other metrics.

Developed Architecture for A 'Digital Transition': Recognizing the unique and unprecedented challenge of archiving and preserving the Administration's digital infrastructure, the Administration set out several months ago to develop a plan that would: 1) ensure the proper archiving of all digital records, consistent with the Presidential Records Act; 2) where possible, allow real time access to the content the Administration created on the platforms in which the content originated; and 3) ensure that the next president and administration could continue to use and build upon the digital assets this Administration created to connect directly with the people they serve. As a result, the Administration developed and released a first-of-its-kind [digital transition plan](#) that meets these key goals.

Developed New On-Boarding Systems: One of the biggest challenges facing the incoming Administration is filling over 4,000 political appointee positions as quickly as possible. To better streamline this process, GSA working in conjunction with the Presidential Personnel Office (PPO) and White House IT collaborated with the candidates' transition teams to design and develop an online human resources application for the collection, categorization, assignment, and processing of applications for positions in the new Administration. This approach combined the IT expertise of GSA and White House IT with the real-world experience of PPO who manages the appointee process from application through appointment. This new system can serve as a single tool for processing a candidate from application through appointment, rather than the multiple systems used at the beginning of the current Administration. In addition, PPO provided data on executive branch agencies, offices, and positions with which to populate the system, avoiding the need to duplicate the lengthy and labor-intensive data collection and entry conducted for the current system utilized by PPO. After the Inauguration, this new tool can be utilized by the incoming President to replace the legacy system currently used by PPO, allowing the incoming Administration to use the same tool and processes before and after the Inauguration. It can also be more easily tailored to the specific policies and processes the new Administration decides to adopt.

In addition, the OGE has developed a new e-filing system, Integrity, which allows nominees for Presidentially-appointed, Senate-confirmed (PAS) positions to enter their financial disclosure information online through a secure website and for ethics officials to review the forms and communicate back with the nominees via the automated system. In September 2016, OGE held orientation sessions on Integrity for each campaign's transition team and has been working with each team so they are prepared to use the system to enter information of potential PAS nominees starting the day after the election and throughout the Presidential transition.

Engaged Agencies Not Traditionally Included In the Formal Transition Planning Process: In addition to the formal transition councils that the President established, the Administration, for the first time, has also held formal transition planning meetings with smaller agencies, boards and commissions across the government who are not otherwise represented on the two councils. This group, including more than 200 entities, has been engaged fully in the transition process from the beginning and has met regularly over the past several months. The Administration undertook this whole-of-government approach to transition planning in order to help these smaller agencies, board and commissions prepare for the upcoming transition by developing briefing materials for the incoming teams, ensuring continuity of operations as they off-board appointees, and have in place the necessary infrastructure to support incoming appointees.

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Date: Wed, 14 Dec 2016 16:44:12 -0500
Message-ID: <CAEiWDLd2mBmeeKPGFL9N1=wb5UKZWxw8Kt4xYUwca74TJ2G8hA@mail.gmail.com>
Subject: **Re: Your order is on its way.**
From: Elizabeth Cain - BB <elizabeth.cain@gsa.gov>
To: David Recordon <(b) (6)>
Cc: Emily Blakemore <(b) (6)>
X-Source-Folder: OGC_Email_Pull_FOIA_2023-000679--elizabeth.cain@gsa.gov-ncJffB
X-Email-Hash-MD5: 789d5ccd650efb62bebf05a94d6e45a

Ok great--looks like (b) (6) is good with the visit time tomorrow and I asked if he would also be able to hand off the package at that time if Emily wants to pick it up Will let you know what he says

Thanks!

Liz Cain
Work: 202-394-7915
Cell: (b) (6)

General Services Administration
Office of the Chief Financial Officer
Office of Budget

On Wed, Dec 14, 2016 at 4:17 PM, David Recordon <(b) (6)> wrote:

Thanks. Sounded like Emily might swing by again tomorrow so will see if she can grab it then. Or if anyone from GSA will be there and then see us I'm fine if they grab it as well. Thanks!

From: Elizabeth Cain - BB <elizabeth.cain@gsa.gov>
Date: Wednesday, December 14, 2016 at 4:15 PM

To: David Recordon <(b) (6)>
Cc: Emily Blakemore <(b) (6)>
Subject: Re: Your order is on its way

(b) (6) has the package in his possession at (b) (6), (b) (7)(F)

Let me know if you want to try to swing by later tonight or will plan to get it tomorrow so I can give him a heads up!

Thanks,

Liz Cain
Work: [202-394-7915](tel:202-394-7915)
Cell: (b) (6)

General Services Administration
Office of the Chief Financial Officer
Office of Budget

On Wed, Dec 14, 2016 at 11:40 AM, David Recordon <(b) (6)> wrote:

Thanks!

From: Elizabeth Cain - BB <elizabeth.cain@gsa.gov>

Date: Wednesday, December 14, 2016 at 11:40 AM

To: David Recordon <(b) (6)>

Cc: Emily Blakemore <(b) (6)>

Subject: Re: Your order is on its way.

(b) (6) has coordinated with the receptionist to sign for the package when it arrives and will let me know so that you can go pick it up. Will keep you posted with any new information.

Thanks!

Liz Cain

Work: [202-394-7915](tel:202-394-7915)

Cell: (b) (6)

General Services Administration

Office of the Chief Financial Officer

Office of Budget

On Wed, Dec 14, 2016 at 10:43 AM, David Recordon <(b) (6)> wrote:

Thanks!

From: Elizabeth Cain - BB <elizabeth.cain@gsa.gov>

Date: Wednesday, December 14, 2016 at 10:01 AM

To: David Recordon <(b) (6)>

Cc: Emily Blakemore <(b) (6)>

Subject: Re: FW: Your order is on its way.

Thanks David, I'll reach out to (b) (6) at the building and let you know what he recommends. Should be easy to resolve, thanks for letting me know!

LC

Liz Cain

Work: [202-394-7915](tel:202-394-7915)

Cell: (b) (6)

General Services Administration

Office of the Chief Financial Officer

Office of Budget

On Wed, Dec 14, 2016 at 9:29 AM, David Recordon <(b) (6)> wrote:

Hi Liz, we somewhat accidentally got something shipped to the office already via Apple as we were working out our various addresses with them. Was hoping we could flag for the building and then I could pick it up either if it arrives by this afternoon or tomorrow. The FedEx tracking number is 017136269304310. Thanks!

From: Apple Store <shipment_notification_retail_business_US@orders.apple.com>
Date: Wednesday, December 14, 2016 at 12:05 AM
To: David Recordon <(b) (6)>
Cc: "georgetownbusiness@apple.com" <georgetownbusiness@apple.com>
Subject: Your order is on its way.



Apple Retail for Business

Shipping Notification

Order number:

1005651572

Date ordered:

December 13, 2016

Bill to:

(b) (6), (b) (7)(F)

Dave Recordon

(b) (6), (b) (7)(F)

USA

Ship to:

(b) (6), (b) (7)(F)

Dave Recordon

(b) (6), (b) (7)(F)

USA

(b) (6)

Ship Date: Dec 13, 2016

Shipping Method: Standard Shipping

Delivery Reference Number: [4417455969](#)

Carrier Tracking Number : [017136269304310](#)

Visit [Order Status](#) to view your order details

Product / Description	Quantity
SanDisk 64GB Dual Drive USB-C Flash Drive HJV72ZM/A	2

If you have any questions concerning your order, please contact your Business Team.

Apple Store, Georgetown
1229 Wisconsin Avenue NW
Washington, District of Columbia 20007
georgetownbusiness@apple.com
[1-202-5721463](tel:1-202-5721463)

Frequently Asked Questions

What if I will not be available to receive my shipment?

Most of our shipments contain valuable items, so our carriers are required to obtain a signature upon delivery. However, orders delivered by Postal Service do not require a signature. If you are unable to sign for delivery, the carrier will leave a calling card. You can then contact the carrier directly to schedule a new delivery appointment or alternatively amend your delivery address.

For more information about Apple's delivery options, visit online [Help](#)

How do I track my shipment?

Visit online [Order Status](#) to view the most up-to-date status of your order. If you ordered multiple items, you may receive separate shipments with no additional shipping charges. For more information about shipping or returns, please visit online [Help](#).

You can also contact your Business Team with any questions.

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From: "Blakemore, Emily D. EOP/WHO" <(b) (6)>
To: Elizabeth Cain - BB <elizabeth.cain@gsa.gov>
CC: "Timothy Horne (8Q)" <tim.horne@gsa.gov>
Subject: RE: question on where we can ship things
Date: Thu, 15 Dec 2016 01:31:55 +0000
Message-ID: <13f63db34bca4bbfb70fe1f54f19add1@CNSSEEXCH1.whca.mil>
X-Source-Folder: OGC_Email_Pull_FOIA_2023-000679--elizabeth.cain@gsa.gov-ncJffB
X-Email-Hash-MD5: 9a2b3c00ce05416cf863bed803f2a99f

Hey guys-

Let me know if / when we are clear with a shipping address.

From: Elizabeth Cain - BB [mailto:elizabeth.cain@gsa.gov]
Sent: Monday, December 12, 2016 7:09 PM
To: Blakemore, Emily D. EOP/WHO <(b) (6)>
Cc: Timothy Horne (8Q) <tim.horne@gsa.gov>
Subject: Re: question on where we can ship things

Thanks Emily!

Tim, that office is approximately 282 usable square feet including the inner and outer offices (Anita's office and Emily's office)

(We got the sq ft from WH Service Center early on for us to use as a comparison to planned offices for this project so we could say if they were bigger or smaller than the current office)

Thanks,

Liz Cain
Work: 202-394-7915
Cell: (b) (6)

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Office of the Chief Financial Officer
Office of Budget

On Mon, Dec 12, 2016 at 7:00 PM, Blakemore, Emily D. EOP/WHO <(b) (6)> wrote:

Hi –
Sounds like we need a room about the size of Anita's current office for storage space. It doesn't need to be super secure, ideally the door locks and only the building folks can get to it. Let me know if that helps.

Timing it would be over the next three weeks.

Thanks,
Emily

From: Elizabeth Cain - BB [mailto:elizabeth.cain@gsa.gov]
Sent: Monday, December 12, 2016 4:41 PM

To: Blakemore, Emily D. EOP/WHO <(b) (6)>
Cc: Timothy Horne (8Q) <tim.horne@gsa.gov>
Subject: Re: question on where we can ship things

Sure!

Sent from my iPhone

On Dec 12, 2016, at 4:20 PM, Blakemore, Emily D. EOP/WHO <(b) (6)> wrote:

Hey there-
SO think Tim is swinging by at 5 and we have a meeting at 4:30.
Let me look through this info, and maybe we can aim for 6, that work?

From: Elizabeth Cain - BB [mailto:elizabeth.cain@gsa.gov]
Sent: Monday, December 12, 2016 3:54 PM
To: Blakemore, Emily D. EOP/WHO <(b) (6)>
Cc: Timothy Horne (8Q) <tim.horne@gsa.gov>
Subject: Re: question on where we can ship things

Hey Emily,

See below--can you talk at 4:30 or 5?

1. If we needed to mail large items (tech related) to the office is there a place we can store them?

We are going to reach out to WWF to see about how to get things delivered and securely stored on site. We believe this would be the best option to solve this problem. We need to know how much equipment and when it is expected for delivery in order to properly scope the discussion with WWF-- please provide what information you have.

2. If not, does GSA or Allen have a place we could start mailing stuff that eventually will go to the office?

As mentioned above, we think on-site storage at WWF is the best solution and that WWF will assist us. If there is an issue with this solution, GSA will find an alternative.

3. Website – I know there is money earmarked in the IT budget for this, wondering if GSA designs that website or if that is for us to do and how that works?

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For the Incoming Transition GSA also did not design the content that is on the Office of the President Elect's site, although in that instance GSA did do the hosting and domain establishment. Per earlier discussions, if GSA hosts the site and domain it must be a ".gov" domain address, which may not be desirable for all activities you wish to promote in your web presence. Most other FP offices have a ".org" domain for all their relevant sites, but the FP GWB site also has a ".com" address for some information. Links below.

If you would like to allocate some site costs to the Transition account, we recommend getting reimbursed for a contract or part of a contract with a web designer and/or hosting company.

Other FP Office Links:

<http://www.georgewbush.com/> and

<http://www.bushcenter.org/>

<http://bush41.org/>

<https://www.clintonfoundation.org/>

<https://www.clintonfoundation.org/clinton-presidential-center>

<https://www.cartercenter.org/> and

<https://www.cartercenter.org/about/contact.html>

4. For the tech pieces that we are buying and you are reimbursing us for – what is the exact process for that and how long should we expect reimbursement to take? I know per a previous discussed you will need invoices and a contact – what else does that look like and what do you need on our end.

Before GSA can do any reimbursements, the company/payee that will be paying the vendor invoices and requesting the reimbursements must be set up to receive EFTs in the GSA financial system. The form is attached. Without a completed EFT form on file GSA will not be able to make any reimbursements.

For each reimbursement, GSA is requesting your office complete the Request for Reimbursement form that we have created for each invoice. The Office of the Former President will need to provide an invoice outlining the goods and services ordered and proof/certification that the invoice has been paid in order for GSA to proceed with reimbursement. Take a look at the form and see what you think--we have time to make edits.

We would estimate 5 business days from GSA's receipt of the request to be a good estimate for how long it will take to receive reimbursement, if GSA receives all information for the reimbursement in the correct format with the first transmittal, and there are no questions about the purchase that requires additional information gathering on GSA's part to determine that the purchase does support activities authorized under the Presidential Transition Act.

For any equipment purchased before 12/20, GSA will not be able to reimburse the cost of any equipment used before the 12/20 start date of GSA's outgoing transition support under the authorizing statute. The only exception is for equipment use that is necessary to configure or otherwise prepare the equipment for use on 12/20.

Liz Cain

Work: 202-394-7915

Cell: (b) (6)

General Services Administration

Office of the Chief Financial Officer

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On Mon, Dec 12, 2016 at 12:27 PM, Blakemore, Emily D EOP/WHO <(b) (6)> wrote:

Hi there-

Couple quick questions – Liz I know we are going to check in today, but before thought I would send a list your way – let me know if you have

questions

Liz I am in a meeting from 1:45 – 2:45 but am otherwise around

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Thanks,
Emily

From: "Blakemore, Emily D. EOP/WHO" <(b) (6)>
To: Elizabeth Cain - BB <elizabeth.cain@gsa.gov>
CC: "Timothy Horne (8Q)" <tim.horne@gsa.gov>
Subject: RE: question on where we can ship things
Date: Fri, 16 Dec 2016 17:53:15 +0000
Message-ID: <6be30ed0a6f94b66a087d379c80238f3@CNSSEEXCH1.whca.mil>
X-Source-Folder: OGC_Email_Pull_FOIA_2023-000679--elizabeth.cain@gsa.gov-ncJfB
X-Email-Hash-MD5: 70b7aede7a9c5b5738c1884944931b4

This is great, is there a process we should follow on how we ship things, who we need to notify, suite number to include, etc?

Tim – any answers from the building on having a few staffers move things in during the next couple of weeks? Assuming they could use the same room – would it be alright for folks to have access to the building, etc.? if so you can lay out the process we would need folks to follow and who would contact?

From: Elizabeth Cain - BB [mailto:elizabeth.cain@gsa.gov]
Sent: Monday, December 12, 2016 7:09 PM
To: Blakemore, Emily D. EOP/WHO <(b) (6)>
Cc: Timothy Horne (8Q) <tim.horne@gsa.gov>
Subject: Re: question on where we can ship things

Thanks Emily!

Tim, that office is approximately 282 usable square feet including the inner and outer offices (Anita's office and Emily's office)

(We got the sq ft from WH Service Center early on for us to use as a comparison to planned offices for this project so we could say if they were bigger or smaller than the current office)

Thanks,

Liz Cain
Work: 202-394-7915
Cell: (b) (6)

General Services Administration
Office of the Chief Financial Officer
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Liz Cain
Work: 202-394-7915
Cell (b) (6)

General Services Administration
Office of the Chief Financial Officer
Office of Budget

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Thanks,
Emily

Date: Thu, 29 Dec 2016 16 55 54 -0500
Message-ID: <CAEFDLcSykxHDG5Z12H-VWQ44c69orrJA_hoZ2Sm_V6ZTnBf6w@mail.gmail.com>
Subject: **Re FW Post 12/30 Hard Mail**
From: Elizabeth Cain - BB <elizabeth.cain@gsa.gov>
To: (b)(6), (b)(7)(C) per USSS (OPD) <(b)(6)>
Cc: "External (b)(6)" <(b)(6)>, (b)(6), (b)(7)(C) per USSS (OPD) <(b)(6)>, Timothy Horne - 8P <tim.horne@gsa.gov>
X-Source-Folder: OGC_Email_Pull_FOIA_2023-000679--elizabeth.cain@gsa.gov-ncJfB
X-Email-Hash-MD5: 3c756c5aff1d865fdbb3d8e053624051

Thanks Allen! As soon as you find out if you could let us know so if we need to make alternate arrangements we have time to do so

Thanks!

Liz Cain
Work: 202-394-7915
Cell: (b)(6)

General Services Administration
Office of the Chief Financial Officer
Office of Budget

On Thu, Dec 29, 2016 at 3:36 PM, (b)(6), (b)(7)(C) per USSS (OPD) <(b)(6)> wrote:
Walt has a call into our mail facility to check on storage space.

Sent from my Windows Phone

From: [Elizabeth Cain - BB](#)
Sent: 12/29/2016 3:15 PM
To: (b)(6), (b)(7)(C) per USSS (OPD)
Cc: [External \(b\)\(6\)](#), (b)(6), (b)(7)(C) per USSS (OPD); [Timothy Horne - 8P](#)
Subject: Re: FW: Post 12/30 Hard Mail

Thanks (b)(6), (b)(7)(C) per USSS (OPD)

In the 08 transition, the FP office used the Jackson Place facility beyond 1/20 for mail and correspondence because the FP office was in Texas and it was going to be logistically challenging to get the mail there from the DC screening site

Since the FP Office is in DC we are not using Jackson Place or another on-campus location for mail and correspondence this transition and are just using the (b)(6), (b)(7)(C) per USSS (OPD) site for everything, but it isn't ready to receive and store this mail

Alan Z has arranged for temp storage at Blair House for some other items, but not sure they have space for all the mail, too Not sure it makes sense to deliver it to the campus only to have to move it 3 weeks later?

Can it be held by USSS at the screening site or USPS pre-screening site until the FP office is ready to receive, or are neither of these an option?

Thanks,

Liz Cain
Work: [202-394-7915](#)
Cell: (b)(6)

General Services Administration
Office of the Chief Financial Officer
Office of Budget

On Thu, Dec 29, 2016 at 3:08 PM, (b)(6), (b)(7)(C) per USSS (OPD) <(b)(6)> wrote:
If I remember correctly during the last transition, the mail was held on the White House complex (Jackson Pl) until 1/20.

Sent from my Windows Phone

From: [Elizabeth Cain - BB](#)
Sent: 12/29/2016 3:04 PM
To: [External \(b\)\(6\)](#), (b)(6), (b)(7)(C) per USSS (OPD)
Cc: (b)(6), (b)(7)(C) per USSS (OPD); [Timothy Horne - 8P](#)
Subject: Re: FW: Post 12/30 Hard Mail

+ Walter Johnson Walter and Allen, we really need USSS's support on the questions about incoming mail

Defer to USSS, but would recommend USPS or USSS holding until 1/20 or so The site is not ready to receive mail at this time

Thanks,

Liz Cain

Work: [202-394-7915](tel:202-394-7915)

Cell: (b) (6)

General Services Administration
Office of the Chief Financial Officer
Office of Budget

On Thu, Dec 29, 2016 at 2:52 PM, Blakemore, Emily D EOP/WHO <(b) (6)> wrote:

Hi – see below. What would be the process for getting the already screen mail over to the office or what is the correct location?

From: Bae, Yena EOP/WHO

Sent: Thursday, December 29, 2016 1:29 PM

To: Blakemore, Emily D. EOP/WHO <(b) (6)>; Reeves, Fiona O. EOP/WHO <(b) (6)>

Subject: Post 12/30 Hard Mail

Hi Em,

As you know, we will no longer be opening new boxes of hard mail post 12/30 in hopes of getting through as much of our current backlog as possible. Do you have any updated guidance here in terms of where we can direct them too? Are we expecting USPS to hold them until a location is confirmed and available to use or is there an address we can give USPS for them to start re- directing boxes of mail?

Thanks!
Yena

Sent from my BlackBerry 10 smartphone on the Verizon Wireless 4G LTE network.

All e-mail to/from this account is subject to official review and is for official use only. Action may be taken in response to any inappropriate use of the Secret Service's e-mail system. This e-mail may contain information that is privileged, law enforcement sensitive, or subject to other disclosure limitations. Such information is loaned to you and should not be further disseminated without the permission of the Secret Service. If you have received this e-mail in error, do not keep, use, disclose, or copy it; notify the sender immediately and delete it.

All e-mail to/from this account is subject to official review and is for official use only. Action may be taken in response to any inappropriate use of the Secret Service's e-mail system. This e-mail may contain information that is privileged, law enforcement sensitive, or subject to other disclosure limitations. Such information is loaned to you and should not be further disseminated without the permission of the Secret Service. If you have received this e-mail in error, do not keep, use, disclose, or copy it; notify the sender immediately and delete it.

From: Linden Dahlkemper - AC <linden.dahlkemper@gsa.gov>
Date: Fri, 30 Dec 2016 16:46:09 -0500
Message-ID: <-4541309657613308404@unknownmsgid>
Subject: **Storage at (b) (6)**
To: (b) (6)
Cc: elizabeth.cain@gsa.gov
X-Source-Folder: OGC_Email_Pull_FOIA_2023-000679--linden.dahlkemper@gsa.gov--GrS5z
X-Email-Hash-MD5: 738200ce9e951846cebbf23d4e0f7905
Attachments: MG_0070.JPG

Emily,

We got a lock for the storage at (b) (6), (b) (7)(F) today. Here is a picture of the space for your reference.

Let us know when you want to start moving things over.

Enjoy the New Year and safe travels!

Linden and Liz

Sent from my iPhone



NoName

Embedded Attachments

(Double-click paper clip to extract file. Requires Adobe Acrobat Reader)

IMG_0070.JPG

From: "Blakemore, Emily D. EOP/WHO" <(b) (6)>
To: Linden Dahlkemper - AC <linden.dahlkemper@gsa.gov>
CC: "elizabeth cain@gsa.gov" <elizabeth.cain@gsa.gov>, "Recordon, David B. EOP/WHO" <(b) (6)>
Subject: **Re: Storage at** (b) (6)
Date: Sat, 31 Dec 2016 15:51:19 +0000
Message-ID: <E12D302C-7C5C-412D-888E-64D200AF11C6@who.eop.gov>
X-Source-Folder: OGC_Email_Pull_FOIA_2023-000679-elizabeth.cain@gsa.gov-ncJffB
X-Email-Hash-MD5: 46c4c0214b36fff397fde6e082606b

This is excellent news! Thank you!

D: (b) (6) | C: (b) (6)

On Dec 30, 2016, at 12:03 PM, Linden Dahlkemper - AC > wrote:

We have a badge for each of you and two keys for the lock, so let us know when we can get them to you.

FYI, we also need to sign the paperwork to release the building from liability on Tuesday.

Sent from my iPhone

On Dec 30, 2016, at 5:00 PM, Blakemore, Emily D. EOP/WHO > wrote:

Great - thanks adding Recordon who is about to have a lot of stuff to store.

Is there protocol, instructions on getting in or when we enter or how?

Thanks again!

D: (b) (6) | C: (b) (6)

On Dec 30, 2016, at 11:46 AM, Linden Dahlkemper - AC > wrote:

Emily,

We got a lock for the storage at (b) (6), (b) (7)(F) today. Here is a picture of the space for your reference.

From: Elizabeth Cain - BB <elizabeth.cain@gsa.gov>
Date: Mon, 2 Jan 2017 16:46:39 -0500
Message-ID: <4229558183344190410@unknownmsgid>
Subject: Re: Storage at (b) (6)
To: "Blakemore, Emily D. EOP/WHO" <(b) (6)>
Cc: Linden Dahlkemper - AC <linden.dahlkemper@gsa.gov>, "Recordon, David B. EOP/WHO" <(b) (6)>
X-Source-Folder: OGC_Email_Pull_FOIA_2023-000679-elizabeth.cain@gsa.gov-ncJfB
X-Email-Hash-MD5: 076937785a79d8e947feec83c9cb40b

Hi Emily,

Welcome back to D.C.!

We will look into having a duplicate key made tomorrow.

In the space, the framing for almost all the walls and most of the drywall was in. Patching and priming the walls is mostly complete and I think one or two rooms have had the new ceiling tiles installed, but they still need to switch out the ones where the lights were mounted. I know Bruce is tracking a timeline question for David so it would be good to shoot him a quick note if you have any particular questions before the Wednesday meeting. That would likely be the best time to bring Anita if she is available since the larger team can assist in answering any questions she has.

Thanks!

LC

Sent from my iPhone

> On Jan 2, 2017, at 2:58 PM, Blakemore, Emily D. EOP/WHO wrote:
>
> Great, thank you!
>
> Any chance we can get one more made - so Anita, David and I can each have a set as we go in and out?
>
> How are things coming in the space? We are back from Hawaii and Anita and I would love to come see the office space this week.
>
> Thanks,
> Emily
>
> -----Original Message-----
> From: Linden Dahlkemper - AC [mailto:linden.dahlkemper@gsa.gov]
> Sent: Friday, December 30, 2016 5:04 PM
> To: Blakemore, Emily D. EOP/WHO
> Cc: elizabeth.cain@gsa.gov; Recordon, David B. EOP/WHO
> Subject: Re: Storage at (b) (6)
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> We have a badge for each of you and two keys for the lock, so let us
> know when we can get them to you.
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To: "External (b)(6)" <(b)(6)>, (b)(6), (b)(7)(C) per USSS (OPD)* (b)(6) >, Elizabeth Cain - BB <elizabeth.cain@gsa.gov>, Timothy Horne - 8P <tim.horne@gsa.gov>
CC: (b)(6), (b)(7)(C) per USSS (OPD)* (b)(6) >
Subject: RE: Post 12/30 Hard Mail
Date: Tue, 3 Jan 2017 20:08:53 +0000
Message-ID: <4D21AF0EAE47204687E95E6903FB9E05E4C5AC6F@45WAS015-SSNET.SSNET.USSS.DHS.GOV>
X-Source-Folder: OGC_Email_Pull_FOIA_2023-000679-elizabeth.cain@gsa.gov-ncJfB
X-Email-Hash-MD5: 4cefc2ba5e2b8586dbe6b2713bf8a8b3

I currently have a call and an email requesting the address. Hopefully, I will receive the number by the COB today.

From: Blakemore, Emily D. EOP/WHO [mailto:(b)(6)]
Sent: Tuesday, January 03, 2017 3:02 PM
To: (b)(6), (b)(7)(C) per USSS (OPD); Elizabeth Cain - BB; Timothy Horne - 8P
Cc: (b)(6), (b)(7)(C) per USSS (OPD); (b)(6), (b)(7)(C) per USSS (OPD)
Subject: RE: Post 12/30 Hard Mail

Hey guys-
Checking to see if we have the PO box number?

From: (b)(6), (b)(7)(C) per USSS (OPD) [mailto:(b)(6)]
Sent: Thursday, December 29, 2016 3:04 PM
To: Blakemore, Emily D. EOP/WHO <(b)(6)>; Elizabeth Cain - BB <elizabeth.cain@gsa.gov>; Timothy Horne - 8P <tim.horne@gsa.gov>
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Subject: RE: Post 12/30 Hard Mail

If the mail has been screened Emily you can work out a location with Liz to store it.

All mail that has the White House address will be screened at our facility no matter who's name is on it. The only way that the mail would not make it to our screening facility is if the White House directs the Post Office to not deliver anything with the current administration name on it.

We will have the PO Box number on Tuesday but feel free to use the office address because all mail addressed to the office or addressed to the PO Box will be taken to our mail screening facility.

Please feel free to call me to discuss further.

Thanks
AT

Sent from my Windows Phone

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Yena

Sent from my BlackBerry 10 smartphone on the Verizon Wireless 4G LTE network.

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the sender immediately and delete it

From: (b)(6), (b)(7)(C) per USSS (OPD)" (b)(6) >
To: "External (b)(6) (b)(6) (b)(6), (b)(7)(C) per USSS (OPD)" (b)(6) , Elizabeth Cain - BB <elizabeth.cain@gsa.gov>, Timothy Horne - 8P <tim.horne@gsa.gov>
CC: (b)(6), (b)(7)(C) per USSS (OPD)" (b)(6) >
Subject: RE: Post 12/30 Hard Mail
Date: Tue, 3 Jan 2017 20:15:00 +0000
Message-ID: <4D21AF0EAE47204687E95E6903FB9E05E4C5ACC1@4(b)(6), (b)(7)(C), (b)(7)(E) per USSS
X-Source-Folder: OGC_Email_Pull_FOIA_2023-000679-elizabeth.cain@gsa.gov-ncJfB
X-Email-Hash-MD5: 7f3e49233b87df29cae5fd031d63ce4

In addition, due to the significant increase in the volume of mail for the outgoing POTUS and the volume of mail for the incoming POTUS, USSS does not have space to store any additional mail.

(b)(6), (b)(7)(C) per USSS (OPD)" (b)(6)

From: Blakemore, Emily D. EOP/WHO [mailto:(b)(6)]
Sent: Tuesday, January 03, 2017 3:02 PM
To: (b)(6), (b)(7)(C) per USSS (OPD); Elizabeth Cain - BB; Timothy Horne - 8P
Cc: (b)(6), (b)(7)(C) per USSS (OPD); (b)(6), (b)(7)(C) per USSS (OPD)
Subject: RE: Post 12/30 Hard Mail

Hey guys-
Checking to see if we have the PO box number?

From: (b)(6), (b)(7)(C) per USSS (OPD) [mailto:(b)(6)]
Sent: Thursday, December 29, 2016 3:04 PM
To: Blakemore, Emily D. EOP/WHO (b)(6) Elizabeth Cain - BB <elizabeth.cain@gsa.gov>; Timothy Horne - 8P <tim.horne@gsa.gov>
Cc: (b)(6), (b)(7)(C) per USSS (OPD) (b)(6) ; (b)(6), (b)(7)(C) per USSS (OPD) (b)(6)
Subject: RE: Post 12/30 Hard Mail

If the mail has been screened Emily you can work out a location with Liz to store it.

All mail that has the White House address will be screened at our facility no matter who's name is on it. The only way that the mail would not make it to our screening facility is if the White House directs the Post Office to not deliver anything with the current administration name on it.

We will have the PO Box number on Tuesday but feel free to use the office address because all mail addressed to the office or addressed to the PO Box will be taken to our mail screening facility.

Please feel free to call me to discuss further.

Thanks
AT

Sent from my Windows Phone

From: Blakemore, Emily D. EOP/WHO
Sent: 12/29/2016 2:52 PM
To: (b)(6), (b)(7)(C) per USSS (OPD); Elizabeth Cain - BB; Timothy Horne - 8P
Subject: FW: Post 12/30 Hard Mail

Hi – see below. What would be the process for getting the already screen mail over to the office or what is the correct location?

From: Bae, Yena EOP/WHO
Sent: Thursday, December 29, 2016 1:29 PM
To: Blakemore, Emily D. EOP/WHO (b)(6) Reeves, Fiona O. EOP/WHO (b)(6)
Subject: Post 12/30 Hard Mail

Hi Em,

As you know, we will no longer be opening new boxes of hard mail post 12/30 in hopes of getting through as much of our current backlog as possible. Do you have any updated guidance here in terms of where we can direct them too? Are we expecting USPS to hold them until a location is confirmed and available to you or is there an address we can give USPS for them to start re- directing boxes of mail?

Thanks!
Yena

Sent from my BlackBerry 10 smartphone on the Verizon Wireless 4G LTE network.

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Date: Wed, 4 Jan 2017 12:31 03 -0500
Message-ID: <CAE1WDLczMAxGzWcjT0vLL2iTxJ6MJsMFd9tupCFQV-pb=rVCQ@mail.gmail.com>
Subject: **Re Post 12/30 Hard Mail**
From: Elizabeth Cain - BB <elizabeth.cain@gsa.gov>
To: (b)(6), (b)(7)(C) per USSS (OPD); (b)(6)
Cc: "External (b)(6) (b)(6) (b)(6), (b)(7)(C) per USSS (OPD)" <(b)(6), (b)(7)(C) per USSS (OPD)" <(b)(6) Home - 8P <tim.horne@gsa.gov>, (b)(6), (b)(7)(C) per USSS (OPD)" <(b)(6) >, Timothy X-Source-Folder: OGC_Email_Pull_FOIA_2023-000679--elizabeth.cain@gsa.gov-ncJfB
X-Email-Hash-MD5: 124aa62ab266b2534546d7454538ead6

Nice work! Thanks (b)(6), (b)(7)

Thanks,

Liz Cain

Work: 202-394-7915

Cell: (b)(6)

General Services Administration
Office of the Chief Financial Officer
Office of Budget

On Wed, Jan 4, 2017 at 12:30 PM, (b)(6), (b)(7)(C) per USSS (OPD) <(b)(6) > wrote:

P.O. Box 91000

Washington DC 20066

From: Blakemore, Emily D. EOP/WHO [mailto:(b)(6)]
Sent: Tuesday, January 03, 2017 3:02 PM
To: (b)(6), (b)(7)(C) per USSS (OPD); Elizabeth Cain - BB; Timothy Horne - 8P
Cc: (b)(6), (b)(7)(C) per USSS (OPD); (b)(6), (b)(7)(C) per USSS (OPD)
Subject: RE: Post 12/30 Hard Mail

Hey guys-

Checking to see if we have the PO box number?

From: (b)(6), (b)(7)(C) per USSS (OPD) [mailto:(b)(6)]
Sent: Thursday, December 29, 2016 3:04 PM
To: Blakemore, Emily D. EOP/WHO (b)(6) >; Elizabeth Cain - BB <elizabeth.cain@gsa.gov>; Timothy Horne - 8P <tim.horne@gsa.gov>
Cc: (b)(6), (b)(7)(C) per USSS (OPD) (b)(6) (b)(6), (b)(7)(C) per USSS (OPD) (b)(6)
Subject: RE: Post 12/30 Hard Mail

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Please feel free to call me to discuss further.

Thanks
AT

Sent from my Windows Phone

From: Blakemore, Emily D. EOP/WHO
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To: (b)(6), (b)(7)(C) per USSS (OPD); Elizabeth Cain - BB; Timothy Horne - 8P
Subject: FW: Post 12/30 Hard Mail

Hi -- see below. What would be the process for getting the already screen mail over to the office or what is the correct location?

From: Bae, Yena EOP/WHO

Sent: Thursday, December 29, 2016 1:29 PM

To: Blakemore, Emily D. EOP/WHO (b) (6) >; Reeves, Fiona O. EOP/WHO (b) (6) >

Subject: Post 12/30 Hard Mail

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Thanks!

Yena

Sent from my BlackBerry 10 smartphone on the Verizon Wireless 4G LTE network.

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From: David Recordon <(b) (6)>
To: (b) (6) /USA <(b) (6)>, Liz Cain <elizabeth.cain@gsa.gov>
CC: (b) (6) /USA <(b) (6)> Graham Gibson <(b) (6)>
Subject: Re: pro# 4239673804 / R287252161284
Date: Fri, 6 Jan 2017 21:59:08 +0000
Message-ID: <BN6PR13MB16689E84ECD08C14995B566FDD630@BN6PR13MB1668.namprd13.prod.outlook.com>
X-Source-Folder: OGC_Email_Pull_FOIA_2023-000679-elizabeth.cain@gsa.gov-ncJfFB
X-Email-Hash-MD5: c8d8dab13d2228dcd98e45279ad58247

Yes, totally fine to break them down Thanks!

Sent from my iPhone

From: Elizabeth Cain - BB <elizabeth.cain@gsa.gov>
Sent: Friday, January 6, 2017 4:57:22 PM
To: (b) (6) /USA
Cc: (b) (6) /USA; Graham Gibson; David Recordon
Subject: Re: pro# 4239673804 / R287252161284

Good points also, (b) (6)

David/Graham, if you can give the OK to break down the pallet if necessary so we can get it onto the elevator and into the storage room, I would appreciate it

Thanks,

Liz Cain
Work: 202-394-7915
Cell: (b) (6)

General Services Administration
Office of the Chief Financial Officer
Office of Budget

On Fri, Jan 6, 2017 at 4:54 PM, (b) (6) /USA <(b) (6)> wrote:

Elizabeth,

By way of heads up, it may be necessary to break it down if the pallet will not fit in the elevator and remember there are two small steps up to the storage room so it cannot roll in and/or the pallet may not fit through that door either.

Cheers,

(b) (6)

(b) (6)

Senior Property Manager

Direct: (b) (6)

Mobile: (b) (6)

Fax: +1 202 756 0405

(b) (6)

(b) (6) (b) (6) (b) (6)

From: Elizabeth Cain - BB [mailto:elizabeth.cain@gsa.gov]
Sent: Friday, January 06, 2017 4:45 PM
To: (b) (6) /USA; (b) (6) /USA

Cc: Graham Gibson; David Recordon

Subject: Re: pro# [4239673804](#) / R287252161284

Hi (b) (6) and (b) (6)

Please be advised that FedEx will need access to the loading dock on Monday between 9am and 4pm for the delivery I discussed with (b) (6) earlier today

- 1 FedEx asked for a contact phone number for the building and I provided (b) (6) phone number
- 2 I asked FedEx for a courtesy call 30 min before anticipated delivery so that I could hopefully make it to the site by the time the truck arrives
- 3 FedEx advised that they would bring the shipment up to the suite, so (b) (6) and I discussed that we will need to assist them with elevator access
- 4 I'll plan to be there to ensure access to the secure storage

Graham/David, could you confirm you do not want them to break down the pallet after delivery?

Thanks!

Liz Cain

Work: [202-394-7915](#)

Cell: (b) (6)

General Services Administration

Office of the Chief Financial Officer

Office of Budget

On Fri, Jan 6, 2017 at 4:20 PM, David Recordon <(b) (6)> wrote:

Yes, there is I'm adding Liz and Graham who can help coordinate more onsite Thanks!

Sent from my iPhone

From: Meghann Biggs (b) (6)
Sent: Friday, January 6, 2017 4:15:57 PM
To: David Recordon
Subject: RE: pro# [4239673804](#) / R287252161284

Is there a loading dock?

Thank You,

Meghann Biggs

FedEx Freight – WBA

(b) (6) opt 3

901-492-8043 efax

REMEMBER Freight can only be held for **3 BUSINESS DAYS**. **STORAGE** charges will begin after the **THIRD BUSINESS DAY**.

From: David Recordon [mailto:[\(b\) \(6\)](#)]
Sent: Friday, January 06, 2017 4:14 PM
To: Meghann Biggs
Subject: Re: pro# [4239673804](#) / R287252161284

Yes, that should be fine Thanks

— — —

Sent from my iPhone

From: Meghann Biggs (b) (6)
Sent: Friday, January 6, 2017 3:22:37 PM
To: David Recordon
Subject: pro# [4239673804](#) / R287252161284

Good afternoon – we have a shipment going to

(b) (6), (b) (7)(F)

Can we deliver this on Monday 9th between the hours of 9-4?
Do you have a loading dock or a way to assist in offloading the shipment?

Thank You,

Meghann Biggs

FedEx Freight – WBA

(b) (6) opt 3

901-492-8043 efax

REMEMBER Freight can only be held for **3 BUSINESS DAYS**. **STORAGE** charges will begin after the **THIRD BUSINESS DAY**.

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We have taken precautions to minimize the risk of transmitting software viruses, but we advise you to carry out your own virus checks on any attachment to this message. We cannot accept liability for any loss or damage caused by software viruses.

Date: Fri, 6 Jan 2017 10:26:07 -0500
Message-ID: <CAEFWDLfr0FBprgy5Yzrja_9vMAEK3BqZjy1nFMvAXpfy_JX8A@mail.gmail.com>
Subject: **Re: Our first real delivery**
From: Elizabeth Cain - BB <elizabeth.cain@gsa.gov>
To: David Recordon <(b) (6)>
Cc: Graham Gibson <(b) (6)>, Emily Blakemore <(b) (6)>
X-Source-Folder: OGC_Email_Pull_FOIA_2023-000679--elizabeth.cain@gsa.gov-ncJfFB
X-Email-Hash-MD5: 425144442ddd58b1bc9001628a40d4fc

No worries--we are here to solve these problems

(b) (6) is going to call me when the item is delivered, and they do have a dolly or a cart we can use. Not sure if it is big enough for the whole pallet.

I can send you an email or text when I'm headed over to see what we can do about getting it up to the secure storage.

Thanks!

Liz Cain
Work: 202-394-7915
Cell: (b) (6)

General Services Administration
Office of the Chief Financial Officer
Office of Budget

On Fri, Jan 6, 2017 at 10:04 AM, David Recordon <(b) (6)> wrote:

Hi, yeah to the site. Also it's ~600 lbs across those 35 boxes :-\ Does the building have equipment to move things up from the loading dock? Is there a normal time FedEx arrives? We can get over there but I didn't realize how much is coming and that the building didn't handle it. Thanks.

From: Elizabeth Cain - BB <elizabeth.cain@gsa.gov>
Date: Friday, January 6, 2017 at 10:00 AM
To: David Recordon <(b) (6)>
Cc: Graham Gibson <(b) (6)>, Emily Blakemore <(b) (6)>
Subject: Re: Our first real delivery :)

Thanks David!

To confirm, this is shipping to the site? Will you need assistance getting it from the mail room to the storage room? The building management did not retain a key, but I did--I could go by later to move things.

Thanks,

Liz Cain
Work: [202-394-7915](tel:202-394-7915)
Cell: (b) (6)

General Services Administration
Office of the Chief Financial Officer
Office of Budget

On Thu, Jan 5, 2017 at 8:26 PM, David Recordon <(b) (6)> wrote:

Is arriving tomorrow. It's FedEx with the tracking number [4239673804](#). Looks like it is 35 boxes on one or more pallets to go into the storage room ☺

Date: Mon, 9 Jan 2017 10:11 59 -0500
Message-ID: <CAEFWDLc=hjXx3A-Tss2c-wyvRhvK336+s+gEC2VSJbu7fAwo5g@mail.gmail.com>
Subject: **Re: pro# 4239673804 / R287252161284**
From: Elizabeth Cain - BB <elizabeth.cain@gsa.gov>
To: Graham Gibson (b) (6)
X-Source-Folder: OGC_Email_Pull_FOIA_2023-000679-elizabeth.cain@gsa.gov-ncJfB
X-Email-Hash-MD5: f56bdc994aa8e33dfdc943b68b6e4e1

Thanks Graham! I had also asked FedEx to give me a call when they were 30 min out--will call you if they actually do that

Anything I can do to help or help coordinate?

Thanks,

Liz Cain
Work: 202-394-7915
Cell: (b) (6)

General Services Administration
Office of the Chief Financial Officer
Office of Budget

On Mon, Jan 9, 2017 at 10:11 AM, Graham Gibson <(b) (6)> wrote:

Spoke with the front desk to have them reach out to me when the shipment arrives Got aquatinted with the loading dock and elevator situation (no elevator exclusively for freight)

If for some reason (b) (6) or (b) (6) from the building reach out to you, please feel free to give them my cell: (b) (6)

Thank you!

Sent from my iPhone

From: Elizabeth Cain - BB <elizabeth.cain@gsa.gov>
Sent: Monday, January 9, 2017 9:20:46 AM
To: Graham Gibson
Subject: Re: pro# 4239673804 / R287252161284

Hi Graham,

If you want to stop at the front desk and ask (b) (6) or (b) (6) to show you, that would probably be best--they should be happy to show you

Do you have a key to the secure storage? I can still come as well if you need that

Thanks,

Liz Cain
Work: 202-394-7915
Cell: (b) (6)

General Services Administration
Office of the Chief Financial Officer
Office of Budget

On Mon, Jan 9, 2017 at 9:04 AM, Graham Gibson <(b) (6)> wrote:

Hi Liz -

I will be onsite momentarily and wanted to get a sense of where the loading dock and freight elevators were to best assist FedEx upon their arrival

Thank you!

Sent from my iPhone

From: Elizabeth Cain - BB <elizabeth.cain@gsa.gov>
Sent: Friday, January 6, 2017 5:02:50 PM
To: David Recordon
Cc: Graham Gibson; Meghann Biggs
Subject: Re: pro# 4239673804 / R287252161284

Hi Meghann,

I spoke with (b) (6) from FedEx freight and provided the building manager's phone number for coordination on Monday

Also, although the original special handling instructions were "Do not break down pallet" we may need to break the pallet down in order to get the delivery onto the elevator and into the suite. Please let us know if any action is needed on our part to confirm this

Thanks,

Liz Cain

Work: [202-394-7915](tel:202-394-7915)

Cell: (b) (6)

General Services Administration
Office of the Chief Financial Officer
Office of Budget

On Fri, Jan 6, 2017 at 4:20 PM, David Recordon (b) (6) wrote:

Yes, there is. I'm adding Liz and Graham who can help coordinate more onsite. Thanks!

Sent from my iPhone

From: Meghann Biggs <(b) (6)>
Sent: Friday, January 6, 2017 4:15:57 PM
To: David Recordon
Subject: RE: pro# [4239673804](#) / R287252161284

Is there a loading dock?

Thank You,

Meghann Biggs

FedEx Freight – WBA

(b) (6) opt 3

[901-492-8043](tel:901-492-8043) efax

REMEMBER Freight can only be held for 3 BUSINESS DAYS. STORAGE charges will begin after the THIRD BUSINESS DAY.

From: David Recordon [mailto:(b) (6)]
Sent: Friday, January 06, 2017 4:14 PM
To: Meghann Biggs
Subject: Re: pro# [4239673804](#) / R287252161284

Yes, that should be fine. Thanks

Sent from my iPhone

From: Meghann Biggs <(b) (6)>
Sent: Friday, January 6, 2017 3:22:37 PM
To: David Recordon

Subject: pro# [4239673804](#) / R287252161284

Good afternoon - we have a shipment going to

(b) (6), (b) (7)(F)

██████████ ██████████ ████████████████████

Can we deliver this on Monday 9th between the hours of 9-4?
Do you have a loading dock or a way to assist in offloading the shipment?

Thank You,

Meghann Biggs

FedEx Freight – WBA

(b) (6) opt 3

901-492-8043 efax

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From: Graham Gibson <(b) (6)>
To: Liz Cain <elizabeth.cain@gsa.gov>
Subject: Re: pro# 4239673804 / R287252161284
Date: Mon, 9 Jan 2017 14:24:50 +0000
Message-ID: <BN3PR13MB06768FAC6C69C45885050676CC640@BN3PR13MB0676.namprd13.prod.outlook.com>
X-Source-Folder: OGC_Email_Pull_FOIA_2023-000679--elizabeth.cain@gsa.gov-ncJfB
X-Email-Hash-MD5: fd14349fd650c62f4ec4bd0248ce95fe

David gave me his but thank you

Will connect with (b) (6) and (b) (6) accordingly

Thank you so much!

Sent from my iPhone

From: Elizabeth Cain - BB <elizabeth.cain@gsa.gov>
Sent: Monday, January 9, 2017 9:20:46 AM
To: Graham Gibson
Subject: Re: pro# 4239673804 / R287252161284

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Thanks,

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Cell (b) (6)

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Work: 202-394-7915
Cell (b) (6)

General Services Administration

Office of the Chief Financial Officer
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Sent from my iPhone

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Sent: Friday, January 6, 2017 4:15:57 PM
To: David Recordon
Subject: RE: pro# [4239673804](#) / R287252161284

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Thank You,
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901-492-8043 efax

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Sent: Friday, January 06, 2017 4:14 PM
To: Meghann Biggs
Subject: Re: pro# [4239673804](#) / R287252161284

Yes, that should be fine Thanks

Sent from my iPhone

From: Meghann Biggs <(b) (6)>
Sent: Friday, January 6, 2017 3:22:37 PM
To: David Recordon
Subject: pro# [4239673804](#) / R287252161284

Good afternoon - we have a shipment going to

(b) (6), (b) (7)(F)

████████████████████
████████████████████

Can we deliver this on Monday 9th between the hours of 9-4?

Do you have a loading dock or a way to assist in offloading the shipment?

Thank You,

Meghann Biggs

FedEx Freight – WBA

(b) (6) opt 3

[901-492-8043](tel:9014928043) efax

REMEMBER Freight can only be held for 3 BUSINESS DAYS. STORAGE charges will begin after the THIRD BUSINESS DAY.

From: David Recordon <(b) (6)>
To: Liz Cain <elizabeth.cain@gsa.gov>, Graham Gibson <(b) (6)>, Meghann Biggs <(b) (6)>
Subject: Re: pro# 4239673804 / R287252161284
Date: Mon, 9 Jan 2017 15:47:24 +0000
Message-ID: <MWHPR13MB16793DEDB239EEC516A06ADCDD640@MWHPR13MB1679.namprd13.prod.outlook.com>
X-Source-Folder: OGC_Email_Pull_FOIA_2023-000679-elizabeth.cain@gsa.gov-ncJfB
X-Email-Hash-MD5: 6f52f7a26979e863cac558aac94aa8d

According to the tracking number 4239673804, this should be 35 pieces. Thanks

Sent from my iPhone

From: Graham Gibson
Sent: Monday, January 9, 2017 10:42:28 AM
To: Liz Cain; David Recordon
Cc: Meghann Biggs
Subject: Re: pro# 4239673804 / R287252161284

ALCON -

The delivery FEDEX has for me currently is much smaller than anticipated (several iPads but nothing on a pallet)

Are we then expecting another delivery today as well?

Thank you!

Sent from my iPhone

From: Elizabeth Cain - BB <elizabeth.cain@gsa.gov>
Sent: Friday, January 6, 2017 5:02:50 PM
To: David Recordon
Cc: Graham Gibson; Meghann Biggs
Subject: Re: pro# 4239673804 / R287252161284

Hi Meghann,

I spoke with (b) (6) from FedEx freight and provided the building manager's phone number for coordination on Monday

Also, although the original special handling instructions were "Do not break down pallet" we may need to break the pallet down in order to get the delivery onto the elevator and into the suite. Please let us know if any action is needed on our part to confirm this.

Thanks,

Liz Cain
Work: 202-394-7915
Cell: (b) (6)

General Services Administration
Office of the Chief Financial Officer
Office of Budget

On Fri, Jan 6, 2017 at 4:20 PM, David Recordon <(b) (6)> wrote:
Yes, there is. I'm adding Liz and Graham who can help coordinate more onsite. Thanks!

Sent from my iPhone

From: Meghann Biggs <(b) (6)>
Sent: Friday, January 6, 2017 4:15:57 PM
To: David Recordon
Subject: RE: pro# 4239673804 / R287252161284

Is there a loading dock?

Thank You,

Meghann Biggs

FedEx Freight – WBA

(b) (6) opt 3

[901-492-8043](tel:901-492-8043) efax

REMEMBER Freight can only be held for 3 BUSINESS DAYS. STORAGE charges will begin after the THIRD BUSINESS DAY.

From: David Recordon [mailto:(b) (6)]
Sent: Friday, January 06, 2017 4:14 PM
To: Meghann Biggs
Subject: Re: pro# [4239673804](#) / R287252161284

Yes, that should be fine Thanks

Sent from my iPhone

From: Meghann Biggs (b) (6)
Sent: Friday, January 6, 2017 3:22:37 PM
To: David Recordon
Subject: pro# [4239673804](#) / R287252161284

Good afternoon – we have a shipment going to

(b) (6), (b) (7)(F)

[REDACTED]

[REDACTED]

Can we deliver this on Monday 9th between the hours of 9-4?
Do you have a loading dock or a way to assist in offloading the shipment?

Thank You,

Meghann Biggs

FedEx Freight – WBA

(b) (6) opt 3

[901-492-8043](tel:901-492-8043) efax

REMEMBER Freight can only be held for 3 BUSINESS DAYS. STORAGE charges will begin after the THIRD BUSINESS DAY.

From: Meghann Biggs (b) (6)
To: Graham Gibson (b) (6), Liz Cain <elizabeth.cain@gsa.gov>, David Recordon (b) (6)
Subject: RE: pro# 4239673804 / R287252161284
Date: Mon, 9 Jan 2017 16:05:58 +0000
Message-ID: <E1643D00BB279D429388854508AF51FA919AF8AC@PWN01621.corp.ds.fedex.com>
X-Source-Folder: OGC_Email_Pull_FOIA_2023-000679-elizabeth.cain@gsa.gov-ncJfB
X-Email-Hash-MD5: f89a7ca85e10b9af773e7cc355fb2f7f

Just let me know And I can let you know once the shipment is closer to arriving at our center and we can get it all scheduled for delivery ©

Thank You,
Meghann Biggs
FedEx Freight – WBA
(b) (6) opt 3
901-492-8043 efax

REMEMBER Freight can only be held for 3 BUSINESS DAYS. STORAGE charges will begin after the THIRD BUSINESS DAY.

From: Graham Gibson (b) (6)
Sent: Monday, January 09, 2017 10:57 AM
To: Meghann Biggs; Liz Cain; David Recordon
Subject: Re: pro# 4239673804 / R287252161284

Copy that, Meghan We will coordinate accordingly for the 1/16

Thank you!

Sent from my iPhone

From: Meghann Biggs (b) (6)
Sent: Monday, January 9, 2017 10:55 03 AM
To: Graham Gibson; Liz Cain; David Recordon
Subject: RE: pro# 4239673804 / R287252161284

No not today The next delivery we will call to schedule when it arrives It ETA (to arrive at our center) is 01/16 That tracking number is 2546243136 which is 1 pallet 8 pieces 296 lbs from (b) (6), (b) (7)(F)

Thank You,
Meghann Biggs
FedEx Freight – WBA
(b) (6) opt 3
901-492-8043 efax

REMEMBER Freight can only be held for 3 BUSINESS DAYS. STORAGE charges will begin after the THIRD BUSINESS DAY.

From: Graham Gibson (b) (6)
Sent: Monday, January 09, 2017 10:42 AM
To: Liz Cain; David Recordon
Cc: Meghann Biggs
Subject: Re: pro# 4239673804 / R287252161284

ALCON -

The delivery FEDEX has for me currently is much smaller than anticipated (several iPads but nothing on a pallet)

Are we then expecting another delivery today as well?

Thank you!

Sent from my iPhone

From: Elizabeth Cain - BB <elizabeth.cain@gsa.gov>
Sent: Friday, January 6, 2017 5:02:50 PM
To: David Recordon
Cc: Graham Gibson; Meghann Biggs
Subject: Re: pro# 4239673804 / R287252161284

Hi Meghann,

I spoke with [REDACTED] from FedEx freight and provided the building manager's phone number for coordination on Monday

Also, although the original special handling instructions were "Do not break down pallet" we may need to break the pallet down in order to get the delivery onto the elevator and into the suite Please let us know if any action is needed on our part to confirm this

Thanks,

Liz Cain

Work: 202-394-7915

Cell (b) (6)

General Services Administration
Office of the Chief Financial Officer
Office of Budget

On Fri, Jan 6, 2017 at 4:20 PM, David Recordon (b) (6) wrote:
Yes, there is I'm adding Liz and Graham who can help coordinate more onsite Thanks!

Sent from my iPhone

From: Meghann Biggs (b) (6)
Sent: Friday, January 6, 2017 4:15:57 PM
To: David Recordon
Subject: RE: pro# 4239673804 / R287252161284

Is there a loading dock?

Thank You,
Meghann Biggs
FedEx Freight – WBA
(b) (6) opt 3
901-492-8043 efax

REMEMBER Freight can only be held for 3 BUSINESS DAYS. STORAGE charges will begin after the THIRD BUSINESS DAY.

From: David Recordon [mailto:(b) (6)]
Sent: Friday, January 06, 2017 4:14 PM
To: Meghann Biggs
Subject: Re: pro# 4239673804 / R287252161284

Yes, that should be fine Thanks

Sent from my iPhone

From: Meghann Biggs (b) (6)
Sent: Friday, January 6, 2017 3:22:37 PM
To: David Recordon
Subject: pro# 4239673804 / R287252161284

Good afternoon – we have a shipment going to

(b) (6), (b) (7)(F)

[REDACTED]

Can we deliver this on Monday 9th between the hours of 9-4?
Do you have a loading dock or a way to assist in offloading the shipment?

Thank You,
Meghann Biggs

From: Meghann Biggs (b) (6)
To: David Recordon (b) (6); Liz Cain <elizabeth.cain@gsa.gov>; Graham Gibson (b) (6)
Subject: RE: pro# 4239673804 / R287252161284
Date: Mon, 9 Jan 2017 16:06:33 +0000
Message-ID: <E1643D00BB279D429388854508AF51FA919AF8BB@PWN01621 corp.ds.fedex.com>
X-Source-Folder: OGC_Email_Pull_FOIA_2023-000679--elizabeth.cain@gsa.gov-ncJfB
X-Email-Hash-MD5: 7ed01745f07ff5431f94860a5eef0461

That's the only shipment we are currently showing in our system from Apple
You can contact apple and see when they will be shipping out the next order They might of split them up im not sure though

Thank You,
Meghann Biggs
FedEx Freight – WBA
(b) (6) opt 3
901-492-8043 efax

REMEMBER Freight can only be held for 3 BUSINESS DAYS. STORAGE charges will begin after the THIRD BUSINESS DAY.

From: David Recordon (b) (6)
Sent: Monday, January 09, 2017 11:01 AM
To: Liz Cain; Graham Gibson; Meghann Biggs
Subject: Re: pro# 4239673804 / R287252161284

Hi Meghann, we see for this delivery from Apple that it was meant to be much larger than delivered today (b) (6), (b) (7)(F) is another order on the 16th under a different tracking number

Sent from my iPhone

From: Graham Gibson
Sent: Monday, January 9, 2017 10:56:39 AM
To: Meghann Biggs; Liz Cain; David Recordon
Subject: Re: pro# 4239673804 / R287252161284

Copy that, Meghan We will coordinate accordingly for the 1/16

Thank you!
Sent from my iPhone

From: Meghann Biggs (b) (6)
Sent: Monday, January 9, 2017 10:55 03 AM
To: Graham Gibson; Liz Cain; David Recordon
Subject: RE: pro# 4239673804 / R287252161284

No not today The next delivery we will call to schedule when it arrives It ETA (to arrive at our center) is 01/16 That tracking number is 2546243136 which is 1 pallet 8 pieces 296 lbs from (b) (6), (b) (7)(F)

Thank You,
Meghann Biggs
FedEx Freight – WBA
(b) (6) opt 3
901-492-8043 efax

REMEMBER Freight can only be held for 3 BUSINESS DAYS. STORAGE charges will begin after the THIRD BUSINESS DAY.

From: Graham Gibson (b) (6)
Sent: Monday, January 09, 2017 10:42 AM
To: Liz Cain; David Recordon
Cc: Meghann Biggs
Subject: Re: pro# 4239673804 / R287252161284

ALCON -

The delivery FEDEX has for me currently is much smaller than anticipated (several iPads but nothing on a pallet)

Are we then expecting another delivery today as well?

Thank you!

Sent from my iPhone

From: Elizabeth Cain - BB <elizabeth.cain@gsa.gov>
Sent: Friday, January 6, 2017 5:02:50 PM
To: David Recordon
Cc: Graham Gibson; Meghann Biggs
Subject: Re: pro# 4239673804 / R287252161284

Hi Meghann,

I spoke with (b) (6) from FedEx freight and provided the building manager's phone number for coordination on Monday

Also, although the original special handling instructions were "Do not break down pallet" we may need to break the pallet down in order to get the delivery onto the elevator and into the suite Please let us know if any action is needed on our part to confirm this

Thanks,

Liz Cain
Work: 202-394-7915
Cell: (b) (6)

General Services Administration
Office of the Chief Financial Officer
Office of Budget

On Fri, Jan 6, 2017 at 4:20 PM, David Recordon <(b) (6)> wrote:
Yes, there is I'm adding Liz and Graham who can help coordinate more onsite Thanks!

Sent from my iPhone

From: Meghann Biggs (b) (6)
Sent: Friday, January 6, 2017 4:15:57 PM
To: David Recordon
Subject: RE: pro# 4239673804 / R287252161284

Is there a loading dock?

Thank You,
Meghann Biggs
FedEx Freight – WBA
(b) (6) opt 3
[901-492-8043](tel:901-492-8043) efax

REMEMBER Freight can only be held for 3 BUSINESS DAYS. STORAGE charges will begin after the THIRD BUSINESS DAY.

From: David Recordon [mailto:(b) (6)]
Sent: Friday, January 06, 2017 4:14 PM
To: Meghann Biggs
Subject: Re: pro# 4239673804 / R287252161284

Yes, that should be fine Thanks

Sent from my iPhone

From: Meghann Biggs (b) (6)
Sent: Friday, January 6, 2017 3:22:37 PM
To: David Recordon
Subject: pro# 4239673804 / R287252161284

Good afternoon - we have a shipment going to

(b) (6), (b) (7)(F)
[REDACTED]
[REDACTED]

Can we deliver this on Monday 9th between the hours of 9-4?
Do you have a loading dock or a way to assist in offloading the shipment?

Thank You,
Meghann Biggs
FedEx Freight – WBA
(b) (6) opt 3
901-492-8043 efax

REMEMBER Freight can only be held for 3 BUSINESS DAYS. STORAGE charges will begin after the THIRD BUSINESS DAY.

From: Graham Gibson <(b) (6)>
To: Liz Cain <elizabeth.cain@gsa.gov>
Subject: **Re: FedEx 2546243136**
Date: Wed, 11 Jan 2017 23:00:22 +0000
Message-ID: <BN3PR13MB0676F469150DAF1113EFCD74CC660@BN3PR13MB0676 namprd13 prod outlook.com>
X-Source-Folder: OGC_Email_Pull_FOIA_2023-000679--elizabeth.cain@gsa.gov-ncJfB
X-Email-Hash-MD5: 90fed920cd7ae3527e48a06b47250f7f

Awesome Thank you so much!

Sent from my iPhone

From: Elizabeth Cain - BB <elizabeth.cain@gsa.gov>
Sent: Wednesday, January 11, 2017 5:59:36 PM
To: Graham Gibson
Subject: Re: FedEx 2546243136

Ok--I am working on Monday and can help again with coordination Thanks!

Liz Cain
Work: 202-394-7915
Cell: (b) (6)

General Services Administration
Office of the Chief Financial Officer
Office of Budget

On Wed, Jan 11, 2017 at 5:56 PM, Graham Gibson <(b) (6)> wrote:
Yes it will. It's coming freight, which is why we wanted to get Meghann involved to assist if possible

Thank you!

Sent from my iPhone

From: Elizabeth Cain - BB <elizabeth.cain@gsa.gov>
Sent: Wednesday, January 11, 2017 5:05:32 PM
To: Graham Gibson
Subject: Re: FedEx [2546243136](#)

Is this another pallet? :)

Thanks,

Liz Cain
Work: [202-394-7915](tel:202-394-7915)
Cell: (b) (6)

General Services Administration
Office of the Chief Financial Officer
Office of Budget

On Wed, Jan 11, 2017 at 5:03 PM, Graham Gibson <(b) (6)> wrote:
Hi Meghann -

Can we change the delivery address from the house to the office for the order above?

We would also like to schedule it for Monday

Thank you!

Sent from my iPhone

Date: Thu, 12 Jan 2017 11:37:59 -0500
Message-ID: <CAEWDLcDmW3t8SyUY9=vME=8QA6q_ybGRJYcqXmT_X-+Rg2w@mail.gmail.com>
Subject: **Re Heads Up--another pallet shipment coming in Monday**
From: Elizabeth Cain - BB <elizabeth.cain@gsa.gov>
To: (b) (6) /USA* (b) (6)
Cc: (b) (6) /USA* (b) (6), Graham Gibson (b) (6)
X-Source-Folder: OGC_Email_Pull_FOIA_2023-000679--elizabeth.cain@gsa.gov-ncJffB
X-Email-Hash-MD5: 4c868361aeecfd1125033e2c95b439f

On it--thanks (b) (6)

Liz Cain
Work: 202-394-7915
Cell: (b) (6)

General Services Administration
Office of the Chief Financial Officer
Office of Budget

On Thu, Jan 12, 2017 at 11:36 AM, (b) (6) /USA (b) (6) wrote:

Hi Liz,

Monday is a holiday for us -- I still plan to be in the building; however probably not for a full day. If I am around I am happy to assist in receiving the delivery -- in case I am not I encourage you and Graham to make every effort to be here.

Cheers,

(b) (6)

(b) (6)

Senior Property Manager

Direct: (b) (6)

Mobile: (b) (6)

Fax: +1 202 756 0405

(b) (6)

(b) (6) (b) (6)

From: Elizabeth Cain - BB [mailto:elizabeth.cain@gsa.gov]
Sent: Wednesday, January 11, 2017 6:05 PM
To: (b) (6) /USA
Cc: (b) (6) /USA; Graham Gibson
Subject: Heads Up--another pallet shipment coming in Monday

Hi (b) (6) and (b) (6)

Tenant 1 has another pallet shipment coming in on Monday

Graham and I are planning to meet it, but our game plan will be to do what we did last time--have them deliver into the loading dock, break it down ourselves and cart it up to the secure storage ourselves

If for some reason we are a little late, if you could help get it delivered into the loading dock, just like last time, that would be a big help. If we get some information about the delivery time I will try to be onsite at the right time so you don't have to do as much on your own.

Let me know if you have any questions!

Thanks again,

Liz Cain

Work: [202-394-7915](tel:202-394-7915)

Cell: (b) (6)

General Services Administration

Office of the Chief Financial Officer

Office of Budget

The information contained in this communication is confidential, may be privileged and is intended for the exclusive use of the above named addressee(s). If you are not the intended recipient(s), you are expressly prohibited from copying, distributing, disseminating, or in any other way using any information contained within this communication. If you have received this communication in error please contact the sender by telephone or by response via mail.

We have taken precautions to minimize the risk of transmitting software viruses, but we advise you to carry out your own virus checks on any attachment to this message. We cannot accept liability for any loss or damage caused by software viruses.

From: Graham Gibson (b) (6)
To: (b) (6) /USA (b) (6), Liz Cain <elizabeth.cain@gsa.gov>
CC: (b) (6) /USA (b) (6)
Subject: **Re Heads Up--another pallet shipment coming in Monday**
Date: Thu, 12 Jan 2017 16:44:18 +0000
Message-ID: <BN3PR13MB06765138A087D84285E4E0D1CC790@BN3PR13MB0676 namprd13 prod.outlook.com>
X-Source-Folder: OGC_Email_Pull_FOIA_2023-000679--elizabeth.cain@gsa.gov-ncJfFB
X-Email-Hash-MD5: 216677fc3b32daca27d5aa12e4f0f36e

That was my plan, sir

Thank you!

Sent from my iPhone

From: (b) (6) /USA (b) (6)
Sent: Thursday, January 12, 2017 11:36 04 AM
To: Liz Cain
Cc: (b) (6) /USA; Graham Gibson
Subject: RE: Heads Up--another pallet shipment coming in Monday

Hi Liz,

Monday is a holiday for us -- I still plan to be in the building; however probably not for a full day. If I am around I am happy to assist in receiving the delivery -- in case I am not I encourage you and Graham to make every effort to be here.

Cheers,

(b) (6)

(b) (6)
Senior Property Manager

Direct: (b) (6)
Mobile: (b) (6)
Fax: +1 202 756 0405
(b) (6)

(b) (6) (b) (6)

From: Elizabeth Cain - BB [mailto:elizabeth.cain@gsa.gov]
Sent: Wednesday, January 11, 2017 6:05 PM
To: (b) (6) /USA
Cc: (b) (6) /USA; Graham Gibson
Subject: Heads Up--another pallet shipment coming in Monday

Hi (b) (6) and (b) (6)

Tenant 1 has another pallet shipment coming in on Monday

Graham and I are planning to meet it, but our game plan will be to do what we did last time--have them deliver into the loading dock, break it down ourselves and cart it up to the secure storage ourselves

If for some reason we are a little late, if you could help get it delivered into the loading dock, just like last time, that would be a big help. If we get some information about the delivery time I will try to be onsite at the right time so you don't have to do as much on your own.

Let me know if you have any questions!

Thanks again,

Liz Cain
Work: 202-394-7915
Cell: (b) (6)

General Services Administration
Office of the Chief Financial Officer
Office of Budget

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We have taken precautions to minimize the risk of transmitting software viruses, but we advise you to carry out your own virus checks on any attachment to this message. We cannot accept liability for any loss or damage caused by software viruses.

From: David Recordon (b) (6)
To: Liz Cain <elizabeth.cain@gsa.gov>, Graham Gibson (b) (6)
CC: Emily Blakemore (b) (6)
Subject: **Re 2 packages at site for David**
Date: Thu, 12 Jan 2017 16:39:59 +0000
Message-ID: <339E4799-80FA-4355-927F-5507347EA13E (b) (6)>
X-Source-Folder: OGC_Email_Pull_FOIA_2023-000679--elizabeth.cain@gsa.gov-ncJffB
X-Email-Hash-MD5: ae1d1fa4451856f8af9d3e7a07800378

Perfect, thanks!

From: Elizabeth Cain - BB <elizabeth.cain@gsa.gov>

Date: Thursday, January 12, 2017 at 11:31 AM

To: David Recordon (b) (6), Graham Gibson (b) (6)

Cc: Emily Blakemore (b) (6)

Subject: 2 packages at site for David

Hi David,

You received two packages at (b) (6), (b) (7)(F). Want me to add them to the storage room when I go over later this afternoon?

Thanks,

Liz Cain

Work: 202-394-7915

Cell: (b) (6)

General Services Administration
Office of the Chief Financial Officer
Office of Budget

From: Graham Gibson <(b) (6)>
To: Liz Cain <elizabeth.cain@gsa.gov>, David Recordon <(b) (6)>
CC: Emily Blakemore <(b) (6)>
Subject: **Re: 2 packages at site for David**
Date: Thu, 12 Jan 2017 16:40:01 +0000
Message-ID: <BN3PR13MB06764A56059EC6E80D899F30CC790@BN3PR13MB0676.namprd13.prod.outlook.com>
X-Source-Folder: OGC_Email_Pull_FOIA_2023-000679--elizabeth.cain@gsa.gov-ncJffB
X-Email-Hash-MD5: 4a13dc8d0f53132d86df2ec772d9aac6

Please That would be great

Thank you!

Sent from my iPhone

From: Elizabeth Cain - BB <elizabeth.cain@gsa.gov>
Sent: Thursday, January 12, 2017 11:31:46 AM
To: David Recordon; Graham Gibson
Cc: Emily Blakemore
Subject: 2 packages at site for David

Hi David,

You received two packages at (b) (6), (b) (7)(F). Want me to add them to the storage room when I go over later this afternoon?

Thanks,

Liz Cain
Work: 202-394-7915
Cell: (b) (6)

General Services Administration
Office of the Chief Financial Officer
Office of Budget

From: Weaver Frederick -Derek- Jr NGA-TIIR USA CTR (b) (6)
To: "Recordon, David B. EOP/WHO" (b) (6) "Elizabeth Cain - BB" <elizabeth.cain@gsa.gov>
CC: "Gibson, Graham J. EOP/OA" (b) (6) "Van Name, Timothy A. EOP/WHO" (b) (6), "Blakemore, Emily D. EOP/WHO" (b) (6)
Subject: RE: Migration of your current account to DTE
Date: Thu, 12 Jan 2017 17:57:11 +0000
Message-ID: <2780CD5693749146B4803C1930B9386E012A9A95EC@NDEUSAHSWVXCG04.gold.rtgold.nima.mil>
X-Source-Folder: OGC_Email_Pull_FOIA_2023-000679-elizabeth.cain@gsa.gov-ncJfB
X-Email-Hash-MD5: fc998b1b9702696e3ebf25102179c20f

Classification: UNCLASSIFIED
=====

Hi,

Absolutely.

Thanks

Derek

-----Original Message-----

From: Recordon, David B. EOP/WHO [mailto:(b) (6)] Sent: Thursday, January 12, 2017 10:45 AM
To: Elizabeth Cain - BB
Cc: Gibson, Graham J. EOP/OA ; Weaver Frederick -Derek- Jr NGA-TIIR USA CTR ; Van Name, Timothy A. EOP/WHO ; Blakemore, Emily D. EOP/WHO
Subject: Re: Migration of your current account to DTE

Works!

--
Sent from my iPhone

On Jan 12, 2017, at 10:43 AM, Elizabeth Cain - BB > wrote:

Hi all,

Yes, there are hand carts available to use for the delivery.

Joan and I discussed 1/23 for delivery to allow enough time for SCIF accreditation, paperwork completion, and closeout of any remaining coordination issues. This would also avoid delivery during the road closures for the Inauguration next week or any holiday/weekend work. This may not be the next day after accreditation due to other activity in the space next week, such as furniture deliveries, paint touch ups, employee move in, etc.

Tim/David, can you confirm this is acceptable?

Derek, does this work for you?

Thanks,

Liz Cain
Work: 202-394-7915
Cell: (b) (6)

General Services Administration
Office of the Chief Financial Officer
Office of Budget

On Thu, Jan 12, 2017 at 10:35 AM, Recordon, David B. EOP/WHO > wrote:
Thanks!

* Phonemail would be great.

* Tim and Liz are tracking the SCIF accreditation closely.

* Assuming that we're not delivering while the principals are in the space, there's no coordination which you'll need to do with Secret Service. If it's a normal sized vehicle then there's a parking garage under the building. I think there's a cart we can use.

Thanks,
--David

From: Graham Gibson >
Date: Thursday, January 12, 2017 at 10:26 AM
To: Weaver Frederick -Derek- Jr NGA-TIIR USA CTR >, David Recordon >
Subject: Re: Migration of your current account to DTE

Hi Derek -

Adding David for validation.

Thank you!

V/r
GRAHAM J. GIBSON
WHCA Executive Support Team
White House Communications Agency
(b) (6) >

On Jan 12, 2017, at 10:24 AM, Weaver Frederick -Derek- Jr NGA-TIIR USA CTR >> wrote:
Classification: UNCLASSIFIED
=====

Hi Graham,

Another quick question regarding the phone.... do you desire it have phonemail set up? < People can call and leave messages?>

Then a couple questions regarding delivery of H/W.

The day after the SCIF Co-use accreditation letter is signed we would deliver the hardware. < Note we could deliver it sooner, however as you know we can't connect things up until we have the thumbs up from Security>

I assume we need a Parking Pass/ Loading Pass of some sort - is there a Secret Service form we need to fill out, required information of the Driver, etc.
Do we need to reserve a hand cart or are they carts available?
Then for bringing the Hardware into the office area. Is there a form for that as well ? I assume the Secret Service has some inspection they do for any hardware brought into the building.

Thanks

Derek

-----Original Message-----

From: Gibson, Graham J. EOP/OA [mailto:(b) (6)]
Sent: Wednesday, January 11, 2017 10:44 AM
To: Harchelroad Joan L NGA-TYB USA CIV >>
Cc: Weaver Frederick -Derek- Jr NGA-TIIR USA CTR >>; Meighen Brian E NGA-TIIR USA CTR >>; Flannagan, Gary D CTR >>; Van Name, Timothy A. EOP/WHO >>
Subject: Re: Migration of your current account to DTE

Sounds good.

It's a pleasure to meet you, Derek.

Thank you all!

V/r
GRAHAM J. GIBSON
WHCA Executive Support Team
White House Communications Agency
(b) (6) >

On Jan 11, 2017, at 10:19 AM, Harchelroad Joan L NGA-TYB USA CIV >>> wrote:

Classification: UNCLASSIFIED
=====

Graham,
Just wanted to introduce you to Derek Weaver, a member of the team delivering the Desktop Environment. He will be coordinating with you to ensure that his team has access to the site when they are ready to deliver equipment.
Thanks!
Joan

-----Original Message-----

From: Van Name, Timothy A. EOP/WHO [mailto:(b) (6)]
Sent: Monday, January 09, 2017 11:34 AM
To: Harchelroad Joan L NGA-TYB USA CIV >>>
Cc: Gibson, Graham J. EOP/OA >>>; Meighen Brian E NGA-TIIR USA CTR >>>; Flannagan, Gary D CTR >>>
Subject: Re: Migration of your current account to DTE

I thing getting Graham trained up is great! Can we hold on his account for a few days though? I'm working one piece that we need before doing his account creation. Thanks!

On Jan 9, 2017, at 10:29 AM, Harchelroad Joan L NGA-TYB USA CIV >>> wrote:

Classification: UNCLASSIFIED
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Graham,

Hello, hope you had a great weekend!

Would like to introduce you to Brian Meighen and Dale Flannagan!

Brian Meighen will be orchestrating a significant portion of the account transition to DTE and provides the awesome user

training.

Dale Flannagan is organizing our overall schedule and does an outstanding job ensuring everything is on track.

Both were at the site survey last Thursday but I don't believe they were present when we spoke.

Brian and Dale,

Please meet Graham Gibson, who is on the executive support team, and will lead the overall IT support!

Graham,

We would like to get your high side email address to begin coordinating your account transition to DTE and then coordinate with you on user training, since it may make sense to work that now so that you are prepared as early as possible. Please let us know your thoughts on this.

R/Joan Harchelroad
IC DTE JPMO

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Classification: UNCLASSIFIED

From: Yena Bae (b) (6)
To: Alan Zawatsky - WPM1E <alan.zawatsky@gsa.gov>
CC: "vincent.fertig@gsa.gov" <vincent.fertig@gsa.gov>, Liz Cain <elizabeth.cain@gsa.gov>
Subject: **Re: Former Presidential Mail**
Date: Thu, 26 Jan 2017 22:05:10 +0000
Message-ID: <5FC51B85-FC16-440E-9241-2CA0B70133A8 (b) (6)>
X-Source-Folder: OGC_Email_Pull_FOIA_2023-000679-elizabeth.cain@gsa.gov-ncJfFB
X-Email-Hash-MD5: 33e28b97015012ed626f9bdb51d35e85

I didn't get to connect with Vince but ran into Liz today in the office and she offered to move the conversation along with Stephanie and the OA mail team. If we could provide any info Stephanie team needs in order to transport the mail asap, that would be so appreciated. Thanks so much, Alan and let me know how I can be helpful here.

From: Alan Zawatsky - WPM1E <alan.zawatsky@gsa.gov>
Date: Thursday, January 26, 2017 at 5:02 PM
To: Yena Bae (b) (6)
Cc: "vincent.fertig@gsa.gov" <vincent.fertig@gsa.gov>
Subject: Re: Former Presidential Mail

Hello,
did Vince call you?
Thanks,
az

On Thu, Jan 26, 2017 at 11:02 AM, Yena Bae (b) (6) wrote:

Alan and Vince-

Do you mind if I shoot you a call in about 30minutes on this? Let me know if that works

Yena

Sent from my iPhone

Begin forwarded message:

From: "Alonzo, Stephanie R. EOP/OA" (b) (6)
Date: January 26, 2017 at 9:15:04 AM EST
To: "Zawatsky, Alan EOP" <alan.zawatsky@gsa.gov>, "Vince Fertig (vincent.fertig@gsa.gov)" <vincent.fertig@gsa.gov>, Yena Bae (b) (6), (b) (6), (b) (6)
Cc: "Cruz, Tony A. EOP/OA" (b) (6), "(b)(6), (b)(7)(C) per USSS(SSD)" (b) (6), "Stubbs, Jerry EOP/OA" (b) (6)
Subject: **Former Presidential Mail**

We need to follow USSS protocols for handling mail. We would like to do a walk thru of the space (dock and elevators ect) to ensure we have the logistic down for the Former Presidential Space. We have @ 9 GPCs at the WHMSF and @4 at the NEOB. It will take two trips. Our (MLMD) trucks must be sealed by USSS and hand off to the end recipient at (b) (6). Please let me know when we can do a walk through and at that time we set up time for delivery. Should you have questions, please give me a call at (b) (6) or Ton at (b) (6). Thanks

--
Alan Zawatsky
Director
White House Service Center
National Capital Region
U.S. General Services Administration
Cell: (202) 437-8613

From: Elizabeth Cain - BB <elizabeth.cain@gsa.gov>
Date: Tue, 31 Jan 2017 10:00:55 -0500
Message-ID: <2471632858364952395@unknownmsgid>
Subject: **Re: Former Presidential Mail**

To: "Alonzo, Stephanie R. EOP/OA" (b) (6)
Cc: Yena Bae (b) (6); "Zawatsky, Alan EOP" <alan.zawatsky@gsa.gov>; "Vince Fertig" (vincent.fertig@gsa.gov)
<vincent.fertig@gsa.gov>; (b) (6); "Cruz, Tony A. EOP/OA" (b) (6);
(b) (6), (b) (7)(C) per USSS (SSD) (b) (6); "Stubbs, Jerry E. EOP/OA" (b) (6);

X-Source-Folder: OGC_Email_Pull_FOIA_2023-000679--elizabeth.cain@gsa.gov-ncJfB
X-Email-Hash-MD5: 03a56871095f7b308ae9ab39f517bf6

We are on site! Give me a call at 202 394 7915 and I can meet you in the lobby I am right by the deli on the second floor

Thanks,
LC

Sent from my iPhone

On Jan 31, 2017, at 9:25 AM, Alonzo, Stephanie R. EOP/OA (b) (6) > wrote:

We plan to be (b) (6) @10AM. We are leaving EEOB 37 at 9:30AM.

From: Elizabeth Cain - BB [<mailto:elizabeth.cain@gsa.gov>]
Sent: Friday, January 27, 2017 3:32 PM
To: Alonzo, Stephanie R. EOP/OA (b) (6)
Cc: Yena Bae (b) (6); Zawatsky, Alan EOP <alan.zawatsky@gsa.gov>; Vince Fertig (vincent.fertig@gsa.gov) <vincent.fertig@gsa.gov>;
(b) (6); Cruz, Tony A. EOP/OA (b) (6); (b) (6), (b) (7)(C) per USSS (SSD) (b) (6); Stubbs, Jerry
E. EOP/OA (b) (6)
Subject: Re: Former Presidential Mail

Hi Stephanie,

Thank you for your message!

I am available at that time and can coordinate the walk through

I will send you a calendar invite--if you could share with those who need it that would be great

Yena,

would you or someone on your team be available on Wednesday at 7?

Thanks,

Liz Cain
Work: 202-394-7915
Cell: (b) (6)

General Services Administration
Office of the Chief Financial Officer
Office of Budget

On Fri, Jan 27, 2017 at 3:06 PM, Alonzo, Stephanie R. EOP/OA (b) (6) wrote:

Are you available to do a walk thru on Tuesday, January 31st at 10? If we deliver on Wednesday, will someone be there at 7AM to accept the delivery?

From: Yena Bae [[\(b\) \(6\)](mailto:(b) (6))]
Sent: Friday, January 27, 2017 3:00 PM
To: Liz Cain <elizabeth.cain@gsa.gov>
Cc: Alonzo, Stephanie R. EOP/OA (b) (6); Zawatsky, Alan EOP <alan.zawatsky@gsa.gov>; Vince Fertig
(vincent.fertig@gsa.gov) <vincent.fertig@gsa.gov>; (b) (6); Cruz, Tony A. EOP/OA (b) (6); (b) (6), (b) (7)(C)
(SSD) (b) (6); Stubbs, Jerry E. EOP/OA (b) (6)

Subject: Re: Former Presidential Mail

Thanks for this, Liz! Stephanie and Tony, does this work for your team? And what are we looking like in terms of a timeline?

From: Elizabeth Cain - BB <elizabeth.cain@gsa.gov>
Date: Thursday, January 26, 2017 at 1:29 PM
To: Yena Bae (b) (6)
Cc: "Alonzo, Stephanie R. EOP/OA" (b) (6); "Zawatsky, Alan EOP" <alan.zawatsky@gsa.gov>; "Vince Fertig

(vincent.fertig@gsa.gov)" <vincent.fertig@gsa.gov> (b) (6) "Cruz, Tony A. EOP/OA"
(b) (6) (b)(6), (b)(7)(C) per USSS (SSD)" <(b) (6)>, "Stubbs, Jerry E. EOP/OA"
(b) (6)

Subject: Re: Former Presidential Mail

Hi Stephanie,

Thanks for all of the help you are providing for this activity

Regarding the walk through, you are able to do a walk through at (b) (6), (b) (7)(F) any business day between 8am and 6pm

We could even do it today if you wanted, I just need 30 minutes notice Or we will also be on site tomorrow if there is a time that works for you

Regarding the actual delivery, the building move hours are (b) (6), (b) (7)(F) The building's preference is that we do large deliveries during those hours We would need to have a GSA person or FP person on site to supervise the move and ensure elevator access

Hope that gives you what you need for the delivery side!

Thanks,

Liz Cain
Work: 202-394-7915
Cell: (b) (6)

General Services Administration
Office of the Chief Financial Officer
Office of Budget

On Thu, Jan 26, 2017 at 12:29 PM, Yena Bae (b) (6) wrote:

Got it + Liz here who can help facilitate this along with Vince and Alan

We are really hoping to have these in by early next week so let me know what more I can do to help here I'll look to OA and GSA team to connect on the building protocol front, but also happy to facilitate it through a call if that is helpful for all Let me know

From: "Alonzo, Stephanie R EOP/OA" (b) (6)
Date: Thursday, January 26, 2017 at 9:15 AM
To: "Zawatsky, Alan EOP" <alan.zawatsky@gsa.gov>, "Vince Fertig (vincent.fertig@gsa.gov)" <vincent.fertig@gsa.gov>, Yena Bae (b) (6)
Cc: "Cruz, Tony A EOP/OA" <(b) (6)>, "(b)(6), (b)(7)(C) per USSS (SSD)" <(b) (6)>, "Stubbs, Jerry E EOP/OA" (b) (6)
Subject: Former Presidential Mail

We need to follow USSS protocols for handling mail We would like to do a walk thru of the space (dock and elevators ect) to ensure we have the logistic down for the Former Presidential Space We have @ 9 GPCs at the WHMSF and @4 at the NEOB It will take two trips Our (MLMD) trucks must be sealed by USSS and hand off to the end recipient at (b) (6), (b) (7)(F) Please let me know when we can do a walk through and at that time we set up time for delivery Should you have questions, please give me a call at (b) (6) or Ton at (b) (6) Thanks